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Parts I and II  
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**AFSC 4E0X1**

**Public Health**



**CAREER FIELD EDUCATION  
AND TRAINING PLAN**

## **CAREER FIELD EDUCATION AND TRAINING PLAN**

### **PUBLIC HEALTH SPECIALTY AFSC 4E0X1**

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**PUBLIC HEALTH SPECIALTY**  
**AFSC 4E0X1**  
**CAREER FIELD EDUCATION AND TRAINING PLAN**

**Part I**

**Preface**

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education and training requirements, training support resources, and minimum core task requirements for this specialty. The CFETP will provide Public Health personnel with a clear career path to success and will instill rigor in all aspects of career field training. NOTE: Civilians occupying associated positions will use Part II to support duty position qualification training.

2. The CFETP consists of two parts; supervisors use both of these parts to plan, manage, and control training within the Public Health career field.

2.1. **Part I** provides information necessary for overall management of the specialty. **Section A** explains how everyone will use the plan; **Section B** identifies career field progression information, duties, responsibilities, training strategies, and a career field path; **Section C** associates each skill level with the specialty qualifications for knowledge, education, training, and experience; **Section D** indicates resource constraints; **Section E** is reserved for a Transitional Training Guide for use with merging career fields.

2.2. **Part II** is a comprehensive listing of training courses and standards available to support career field training requirements. There are five sections to Part II: Specialty Training Standard (STS), Course Objective List, OJT Support Material, Training Course Index, and MAJCOM Unique Requirements. **Section A** contains the most current version of the STS. This revised STS not only contains 3/5/7-skill level training requirements, it also indicates those tasks determined to be core tasks. The STS also includes duties, tasks, technical references, USAF School of Aerospace Medicine (USAFSAM/PH) conducted training, wartime courses, and correspondence course requirements. The 3-skill level column lists the topics and the proficiency levels to which our Apprentice students are taught in the Public Health Apprentice Course. The 3-skill level column should be used by supervisors to conduct graduate evaluations in accordance with AFI 36-2201, Developing, Managing, and Conducting Training; **Section B** contains the Course Objective List. Supervisors can use this list to determine the scope of training airmen should receive from attendance in an in-residence courses; **Section C** identifies available support materials. An example is a Qualification training package, which may be developed to support proficiency training. These packages are identified in AFIND8, Numerical Index of Specialized Educational Training Publications; **Section D** is the Training Course Index, listing all mandatory Air Force in-residence, field, ECI, and exportable courses used to support training within the Public Health career field. Supervisors can use this index to determine resources available to support training. Included here are both mandatory and optional courses. **Section E** identifies MAJCOM Unique Requirements. Education and Training requirements unique to some MAJCOMs are listed in this section; not all MAJCOMs have unique requirements; **Section F** is specific to medical AFSC's. It describes the components of, and provides guidance on documentation in the six-part, Enlisted Training and Competency Folder. At unit level, supervisors and trainers use Part II to identify, plan, and conduct training in line with the overall goals of this CFETP.

3. Using the guidance provided in this CFETP will ensure individuals in the Public Health career field receive effective and efficient training at the appropriate point in their career.

## ***ABBREVIATIONS/TERMS EXPLAINED***

**Advanced Training (AT):** Formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

**Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS):** A comprehensive task list, which describes a particular job type or duty position. Supervisors to document task qualifications use them. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

**Air Force Specialty (AFS):** A group of positions requiring common qualifications. Each AFS has a title and code.

**Career Field Education and Training Plan (CFETP):** A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, eliminate duplication, and ensure the training is budget appropriate.

**Certification:** A formal indication of an individual's ability to perform a task to required standards.

**Certification Official:** A person designated by the commander to determine an individual's ability to perform a task to required standards.

**Continuation Training:** Additional training exceeding requirements with emphasis on present or future duty assignments.

**Core Task:** Tasks the AFCFM identify as minimum qualification requirements within an AFSC. Core tasks may be specified for a particular skill level, duty position, or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

**Course Objective List (COL):** A publication, derived from course training standards, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3- & 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, Developing, Managing and Conducting Military Training Programs.

**Course Training Standard (CTS):** A training standard that identifies the training members will receive in a specific course.

**Enlisted Specialty Training (EST):** A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

**Exportable Training:** Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

**External Evaluation:** Acquisition and analysis of data from outside the training environment to evaluate the training product in the operating environment.

**Go/NoGo:** In OJT, the stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision.

**Initial Skills Training:** A formal resident course, which results in award of the 3-skill (entry) level.

**Instructional System Development (ISD):** A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost-effective manner the knowledge, skills, and attitudes essential for successful job performance.

**Occupational Survey Report (OSR):** A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

**On-the-Job Training (OJT):** Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and qualification training (duty position certification).

**Position Qualification Training:** Training designed to qualify airmen in a specific position, which occurs after upgrade training.

**Qualification Training (QT):** Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required doing the job.

**Qualification Training Package (QTP):** An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position, program or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

**Resource Constraints:** Resource deficiencies, such as money, facilities, time, manpower, and equipment that precludes desired training from being delivered.

**Skills Training:** A formal course, which results in the award of a skill level.

**Specialty Training Standard (STS):** An Air Force publication that describes the skills and knowledge that airmen in a particular Air Force specialty need on the job. It further serves as a contract between the Air Education and Training Command or the USAFSAM and the user to show the overall training requirements for an Air Force specialty code that the formal schools teach.

**Standard:** An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results. A fixed quantity or quality.

**Task Certifier:** See Certification Official.

**Total Force:** All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

**Trainer:** A trained and qualified person who teaches airmen to perform specific tasks through OJT methods. Also, equipment that the trainer uses to teach airmen specified tasks.

**Training Capacity:** The capability of a training setting to provide training on specified requirements, based on the availability of resources.

**Training Impact Decision System (TIDES):** Decision support system to help information and training communities balance a specialty's training needs versus resources and requirements to optimize career field management.

**Training Requirements Analysis:** A detailed analysis of tasks for a particular AFS to be included in the training decision process.

**Training Session:** Training that trainers conduct based on technical data for a maintenance task that existing courses can't support.

**Training Setting:** The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study etc.).

**Upgrade Training (UGT):** Mandatory training which leads to attainment of a higher level of proficiency.

**Utilization and Training Pattern:** A depiction of the training provided to and the jobs performed by personnel throughout their tenure within a career field or Air Force specialty. There are two types of patterns: 1) Current pattern, which is based on the training provided to incumbents and the jobs to which they have been and are assigned; and 2) Alternate pattern, which considers proposed changes in manpower, personnel, and training policies.

**USAFSAM:** U.S. Air Force School of Aerospace Medicine, located at Brooks AFB, San Antonio, Texas.

**Utilization and Training Workshop (U&TW):** A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Career Field Managers, Subject Matter Experts (SMEs), and USAFSAM training personnel that determines career ladder training requirements.



## ***Section A - General Information***

1. **Purpose:** This CFETP provides information necessary for the Air Force Career Field Manager (AFCFM), MAJCOM functional managers (MFMs), commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in the 4E0X1 AFS should receive to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty. The 3-skill level AFSC is awarded upon completion of initial skills training. This training is conducted by the United States Air Force School of Aerospace Medicine (USAFSAM). Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills and knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade.

2. **Uses:** The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. USAFSAM training personnel will develop and revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable courses can satisfy identified requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion in this plan.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. **Coordination and Approval:** The AFCFM is the approval authority. MAJCOM representatives and USAFSAM training personnel will identify and coordinate on the career field training requirements. The USAFSAM training manager for this specialty will initiate an annual review of this document by USAFSAM and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

## ***Section B - Career Progression and Information***

### **4. Specialty Description:**

**4.1. Specialty Summary:** Manages and performs public health activities and programs in support of the Aerospace Medicine Program. There are two major divisions within Public Health; Community Health Management and Force Health Management.

4.1.1. Included within Community Health Management are food safety and security; medical entomology; communicable, environmental, vectorborne, and zoonotic disease prevention and control; community related public health medical readiness activities (disaster team responsibilities) and providing public health education and training.

4.1.2. Included within Force Health Management are medical standards, profile management, waiver management; medical administrative deployment processing and administrative oversight of 1) occupational health examinations (including performing audiograms), 2) Preventive Health Assessment and Individual Medical Readiness (PIMR), and 3) non-enrolled physical examinations.

### **4.2. Duties and Responsibilities:**

#### **4.2.1. Community Health Management.**

4.2.1.1. Organizes and assists in communicable disease prevention and control programs. Prevents and controls disease transmission through epidemiological investigations, patient interviews, health education, and oversight of immunization strategy. Advises professionals on control measures. Reviews provider treatment and follow-up of infectious patients and their contacts. Reviews clinical follow-up of personnel exposed to blood and body fluids. Monitors rabies control program. Investigates disease outbreaks. Collects and compiles epidemiological data. Identifies and evaluates epidemiological trends. Updates and completes medical records and forms applicable to Public Health programs. Safeguards Privacy Act information.

4.2.1.2. Conducts food safety and security programs.

4.2.1.2.1. Ensures government-purchased food is purchased only from approved sources. Inspects foods or advises food managers concerning safety and security of foods on receipt and in storage. Inspects or advises food managers concerning inspection of sanitary condition of food containers and vehicles. Recommends measures to prevent contamination and deterioration of food. Determines food safety provisions for government purchased foods. Inspects operational rations. Collects and ships food for laboratory analysis. Investigates customer complaints concerning food safety. Initiates recall of hazardous foods or non-prescription drugs. Makes recommendation for disposition of deteriorated or damaged foods. Evaluates and completes inspection records. Advises on quality assurance provisions. Performs food vulnerability assessments as needed and makes recommendations to leadership.

4.2.1.2.2. Plans and conducts sanitation programs. Performs sanitary evaluations of food facilities, public facilities, and military and civilian contract aircraft. Inspects and recommends approval or disapproval of off-base food processing establishments for use by the Air Force. Evaluates food-handling techniques. Determines compliance with sanitary standards and reports discrepancies. Recommends inspection frequencies. Educates food handlers. Investigates foodborne disease outbreaks and reports results to authorities and ensures corrective actions are implemented to prevent recurrence.

4.2.1.3. Plans and conducts medical entomology program. Evaluates risk of vectorborne disease transmission. Collects and identifies vector species. Monitors effectiveness of disease vector and pest control activities. Recommends prevention and control measures. Provides medical advice to prevent introduction to the United States of foreign disease vectors and agricultural pests and imported cases of communicable disease. Educates forces and base populations on prevention and control of vectorborne diseases.

#### **4.2.2. Force Health Management.**

4.2.2.1. Applies medical standards for initial and continued qualification of all Air Force members. Evaluates identified medical conditions and compares them to established standards to ensure proper disposition. Provides quality control of medical standards paperwork and ensures distribution to appropriate approval authority.

4.2.2.2. Provides administrative oversight of all medical profiles. Ensures quality control of profiles and ensures they get appropriate approval and are entered in computer database as appropriate.

4.2.2.3. Provides quality control of all medical waivers submitted for approval to appropriate authority.

4.2.2.4. Prepares and conducts health threat and medical intelligence briefings for deploying forces. Assists with medical administrative deployment processing activities for deploying troops. This includes helping with medical records review for disqualifying conditions, printing out PIMR rosters and performing liaison duties between the clinical teams and the line units deploying. While deployed, conducts surveillance, inspections, investigations, and intervention to reduce health risks to deployed forces from disease and environmental exposures.

4.2.2.5. Organizes, directs, and assists in occupational health programs. Provides administrative oversight of occupational health examinations. Ensures clinical teams know what occupational examinations to perform. Provides quality control of examination paperwork. Performs occupational health related audiograms. Fits personnel with hearing protection. Assists Hearing Conservation Program Manager with program effectiveness. Provides input (such as epidemiological and compliance data) to the Occupational Health Working Group (OHWG). Participates in workgroup to determine occupational examination and training requirements, and informs supervisors and workers. Performs trend analysis of occupational health examinations to detect adverse trends. Helps investigate occupational illnesses. Manages occupational health examination data, identifies personnel requiring occupational examinations, and reports completion rates to medical and line leadership. Reviews immunizations data and immune status of medical and emergency response personnel. Educates supervisors and workers about occupational hazards and hazard communications when required.

4.2.2.6. Provides database management of the Preventive Health Assessment and Individual Medical Readiness (PIMR) program. Gathers data and provides reports to clinical teams, unit personnel and to both line and medical leadership to ensure members are medically mission capable to deploy. Provides policy input to both the medical readiness and population health functions.

4.2.2.7. Provides first point of contact service for non-enrolled patients requiring physical examinations such as DoDMERB, ROTC, and others that are an extension of an occupational examination to ensure the required standards are met. Prepares paperwork and identifies clinical examination requirements for the appropriate clinical team to perform hands-on physical examinations. Performs quality control review of these physicals and ensures the paperwork is forwarded to the approval authority.

**5. Skill/Career Progression:** Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

**5.1. Apprentice (3) Level:** Initial skills training in this specialty consists of the tasks and knowledge training provided in the 3-skill level resident course (B3ABY4E031 001, PDS Code 9LL) located at Brooks AFB, TX. Initial skills training requirements were identified during the 4E0X1 Utilization and Training Workshop, held 14-18 Sep 01 at Brooks AFB, TX. The decision to train specific tasks and knowledge items in an initial skills course is based on a review of occupational survey report (OSR) data, training requirements analysis (TRA), and 4E0X1 subject matter expert (SME) input. Task and knowledge training requirements are identified in the Specialty Training Standard (STS), at Part II, Section A. Individuals must complete the initial skills course to be awarded the AFSC 4E031. Upon completion of initial skills training, a trainee will work with a trainer to enhance their knowledge and skills using the Career Development Course (CDC) and Qualification Training. Once task certified, a trainee may perform the task unsupervised.

**5.2. Journeyman (5) Level:** Airmen must complete a minimum of 15 months OJT (9 months for retrainees), complete the CDC and be recommended by their supervisor before upgrading to the 5-level. Upgrade training for graduates of the 3-level technical training course consists of task and knowledge training provided in the 4E051 CDC, the core task requirements identified in the STS (Part II, Section A of this CFETP). Continuation training is available and should be used based on individual training needs. Once upgraded to the 5-level, a journeyman will enter into continuation training to broaden their experience. The Public Health Skills Development Course is recommended for Airmen First Class and Senior Airmen who have completed the 5-level CDC, been awarded their 5-level, and have 20 – 38 months time in service (TIS). Five-levels may be assigned job positions such as Program Manager, Inspector, Interviewer, and Instructor. They will attend the Airman Leadership School (ALS) after having 36 months in the Air Force. After ALS, 5-levels will be considered for appointment as unit trainers. CDCs and other references in the WAPS Catalog are used to prepare for testing under WAPS. All are encouraged to continue their education toward a CCAF degree.

**5.3. Craftsman (7) Level:** Individuals must be SSgt selectees or above to enter 7-level upgrade training. They must complete 12 months (6 months for retrainees) OJT for award of the 7-skill level. Upgrade training to the 7-level in this specialty consists of task and knowledge training provided by completion of the following pre-requisite and OJT in the core task requirements identified in the STS (Part II, Section A of this CFETP):

**5.3.1. Operational Entomology Course (B3OZY43M3-000):** conducted at USAFSAM Brooks AFB, TX,  
**OR**  
**Vector-Borne Disease Control Course** from the Centers for Disease Control and Prevention  
*(By Correspondence...and as a Distance Learning Tool managed by USAFSAM)*

**5.3.2. Applied Epidemiology Course (B3OZYAPEPI-001):** conducted at USAFSAM Brooks AFB, TX  
**OR**  
**Principles of Epidemiology Course** from the Centers for Disease Control and Prevention  
*(By Correspondence...and as a Distance Learning Tool managed by USAFSAM)*

**5.3.3. Public Health Food Safety Professional Distance Learning Tool:** web-based with accompanying examination provided by USAFSAM.

5.3.4. **Office Management Distance Learning Tool:** web-based and provided by USAFSAM.

5.3.5. **Public Health Contingency Operations Course:** (B3AZYCONOP-001), must be attended in-residence at USAFSAM.

Section 5.3.6. Shows the phase-in period for newly established 7-level training requirements. Please see Education and Training Course Announcements (ETCA), <https://hq2af.keesler.af.mil/etca>, for attendance requirements for formal courses conducted at Brooks AFB. Distance Learning Tools listed above are provided by USAFSAM to trainers and supervisors to assist with training. It is the supervisors responsibility to ensure effective training and that the trainee can successfully perform required tasks. The Distance Learning Tools or Centers for Disease Control and Prevention courses can be completed anytime after award of 5-level. Continuation training is available and should be used based on the individual's training needs. A craftsman can expect to fill various supervisory and management positions such as Noncommissioned Officer-in-Charge (NCOIC) of a flight or element, and task certifier. They may also be assigned to work in staff positions and as technical school instructors. Craftsmen should pursue education and training to advance their knowledge of the management of resources and personnel. Prior to promotion to MSgt, craftsmen will be selected to attend a Command NCO Academy. Continued academic education through CCAF and higher degree programs is encouraged. Increasing experience in public health management and broadening responsibilities in the medical treatment facility are recommended for senior NCO promotion.

5.3.6. **Seven Level Training Phase-in:**

If you enter training:	Then you must meet the following criteria for 7-level upgrade:									
	SSgt (or line number)	Completed 12 months upgrade training	Complete training in Core Tasks identified in STS	Advanced Standards (In-residence or Distance Learning)	USAFSAM Office Management (Distance Learning Tool)	Public Health Food Safety Professional (Distance Learning Tool)	CDC Principles of Epidemiology Course or USAFSAM Distance Learning Tool	CDC Vector-Borne Disease Control Course or USAFSAM Distance Learning Tool or Operational Entomology Course	Public Health Contingency Operations (CONOPS) Course	Supervisor/Training Manager endorsement to assume 7-level
Before 1 October 2002		X	X	Opt	Opt	Opt	Opt	Opt	Opt	X
After 1 October 2002		X	X	X	X	X	X	X	X	X

5.4. **Superintendent (9) Level:** AFSC 4E091 will be awarded upon promotion to SMSgt, and after satisfying the requirements of AFI 36-2101. A 9-level can be expected to fill positions such as Superintendent, Public Health Flight and may include additional duty as Superintendent, Aerospace Medicine Squadron. Additional training in the areas of budget, manpower, resources and personnel management should be pursued through continuing education. Higher education and greater responsibilities within the medical treatment facility and in the host unit, base, or community are highly recommended for senior NCOs.

**6. Training Decisions:** The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Public Health career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The following training decisions were made during AFSC 4E0X1 Utilization and Training Workshops, held during Sep and Dec 2001, at Brooks AFB, TX.

**6.1. Initial Skills:** Initial skills are provided to all entry level personnel by graduating the Public Health Apprentice Course. This is a mandatory formal training course conducted at the USAF School of Aerospace Medicine on Brooks AFB.

**6.2. Five Level Upgrade Requirements:** Forty-four core tasks were identified by the MAJCOM functional managers/subject matter experts during the Utilization and Training Workshop held in Sep and Dec 2001 at Brooks AFB. These tasks must be trained and certified for award of the 5-level.

**6.3. Seven Level Upgrade Requirements:**

6.3.1. Training elements are reflected in the STS found in Part II, Section A of this document.

6.3.2. The recent U&TWs decided personnel eligible to be upgraded to the 7-level needed to receive advanced Public Health training in Epidemiology, Food Safety, Medical Entomology, Office Management and Readiness. A single 2-week course could not possibly provide the skills necessary to be successful as a 7-level in our peacetime and contingency roles. To ensure everyone receives these skills, training in the areas listed in section 5.3.6. is **mandatory**.

**6.4. Proficiency Training:** Any additional knowledge and skill requirements, which were not taught through initial skills or upgrade training, were assigned to continuation training. The purpose of the continuation-training program is to provide additional training exceeding minimum upgrade training requirements with emphasis on present and future duty positions.

**7. Community College of the Air Force:** Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associates in Applied Sciences Degree. In addition to its associates degree program, CCAF offers the following:

**7.1 Aerospace Management Certificate:** The College awards the Aerospace Management Certificate to seven-level airmen who have completed job related advance technical training and professional military education.

**7.2. Occupational Instructor Certification:** Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associates degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor.

**7.3. Trade Skill Certification:** When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

7.4. **Degree Requirements:** All airmen are automatically entered into the CCAF program. Prior to completing an associates degree, the 5-level must be awarded and the following requirements must be met:  
NOTE: This is current as of Feb 2002. If using this to track the completion of CCAF degree requirements, please refer to the CCAF Catalog to ensure that it is still current.

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## Public Health Technology (7ECY)

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### OCCUPATIONAL SPECIALTY: 4EXXX

**DEGREE REQUIREMENTS:** The journeyman (five) level must be held at the time of program completion.

	<i>Semester Hours</i>
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Oral Communication	3
Written Communication	3
Mathematics	3
Social Science	3
Humanities	3
Program Elective	15
Technical Education; Leadership, Management, and Military Studies; or General Education Total	64

**TECHNICAL EDUCATION** (24 Semester Hours): A minimum of 12 semester hours of technical core subjects/courses must be applied and the remaining semester hours applied from technical core/technical elective subjects/courses. Requests to substitute comparable courses or to exceed specified semester hour values in any subject/course must be approved in advance by the Services Branch. Refer to page I-10 for Application of Courses to Technical Education Requirement.

#### Technical Core

<i>Subjects/Courses</i>	<i>Semester Hours</i>
CCAF Internship	18
Public Health Office Procedures	3
Epidemiology	8
Hearing Conservation	4
Management of Disaster Medicine Program	4
Management of Occupational Health Programs	9
Public Health/Sanitation	3

#### Technical Electives

<i>Subjects/Courses</i>	<i>Maximum Semester Hours</i>
Advanced Epidemiology	4
AF Enlisted Professional Military Education	6
Communicable Diseases	8
Computer Science	6
Disaster Medicine	4
Emergency Medicine	3
Entomology	3
Food Safety	6
General Biology	8
General Chemistry	8
General Physical Science	4
General Psychology	3
Microbiology	4
Statistics	3
Zoonotic Diseases	3

### LEADERSHIP, MANAGEMENT, AND MILITARY STUDIES (LMMS) (6 Semester Hours):

Professional military education and/or civilian management courses.

### PHYSICAL EDUCATION (4 Semester Hours): PHE 1000

### GENERAL EDUCATION (15 Semester Hours):

Applicable courses must meet the Criteria for Application of Courses to General Education Requirement (GER) and be in agreement with the definitions of applicable general education subjects/courses provided on page I-12.

<i>Subjects/Courses</i>	<i>Semester Hours</i>
Oral Communication	3
Speech	
Written Communication	3
English Composition	
Mathematics	3
Intermediate algebra or a college-level mathematics course is required. If an acceptable mathematics course is applied as a technical or program elective, a natural science course meeting GER application criteria may be applied as a general education requirement.	
Social Science	3
Anthropology, Archaeology, Economics, Geography, Government, History, Political Science, Psychology, Sociology	
Humanities	3
Fine Arts (Criticism, Appreciation, Historical Significance), Foreign Language, Literature, Philosophy, Religion	

**PROGRAM ELECTIVE** (15 Semester Hours): Courses applying to technical education, LMMS or general education requirements; natural science courses meeting general education requirement application criteria; foreign language credit earned at Defense Language Institute or through Defense Language Proficiency Test; maximum 6 SHs of CCAF degree-applicable technical course credit otherwise not applicable to program of enrollment.

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7.5. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become a Technical Training School Instructor should be actively pursuing an associates degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

## 8. Career Field Path:









### 8.1. Manpower Table: (Includes 4F0X1 Authorizations being transferred to 4E0X1 in Oct 02)

<b>Table A8.1. Manpower Table.</b>						
<b>Base Level</b>	<b>CMSgt</b>	<b>SMSgt</b>	<b>MSgt</b>	<b>TSgt</b>	<b>SSgt</b>	<b>SrA- AB</b>
	4	19	59	124	219	556
<b>MAJCOM Staff</b>	4	2	5	2	0	0
<b>USAFSAM Staff</b>	1	1	3	6	10	0
<b>FOA/DRU</b>	2	2	4	3	6	0
<b>Total</b>	<b>11</b>	<b>24</b>	<b>71</b>	<b>135</b>	<b>235</b>	<b>556</b>

## 8.2. Enlisted Career Path (Active Duty):

4E0X1 Career Path			
	Grade Requirements		College Degree Encouraged
Education and Training Requirements	Rank		
Basic Military Training School	(Average 4E0X1 Sew-on)	Special Duty Assignments	
Apprentice Technical School (3 Skill Level) <ul style="list-style-type: none"><li></li></ul>	 (6 months)  (10 months)	N/A	CDC's
Upgrade To Journeyman (5 Skill Level) <ul style="list-style-type: none"><li>Complete 4E051 CDCs</li><li>Certified in all STS Core Tasks</li><li>Minimum 15 months OJT</li><li>Retrainees 9 months OJT</li></ul>	 (3 years TIS or 28 months TIG)	USAF Academy AFIERA	Associates Degree in Public Health Technology
Airman Leadership School (ALS) <ul style="list-style-type: none"><li>SRA with 48 months TIS or SSgt selectee</li><li>Resident graduation is a prerequisite for SSgt sew-on (Active Duty only)</li></ul>	<u>Trainer</u> <ul style="list-style-type: none"><li>Certified to perform the task to be trained</li><li>Must have attended a formal trainers course</li></ul>		
Upgrade To Craftsman (7 Skill Level) <ul style="list-style-type: none"><li>Minimum rank of SSgt with 12 months OJT (6 months for retrainees)</li><li>Complete Public Health 4E051CDCs</li></ul>	<u>Certifier</u> <ul style="list-style-type: none"><li>At least a SSgt with a 5 skill level (or civilian equivalent)</li><li>A person other than the trainer certified to perform the task to be trained</li><li>Must have attended a formal trainers course</li></ul>		
<ul style="list-style-type: none"><li>Complete Operational Entomology Course (Or CDC Control of Vectorborne Diseases)</li><li>CDC Epidemiology Course</li><li>Complete PH Food Safety Professional Course</li><li>Office Management Course</li><li>Attend Public Health CONOPS Course</li></ul>	 (7.3 years)	<ul style="list-style-type: none"><li>USAFSAM or AETC Instructor Duty</li><li>TRICARE Lead Agent</li><li>DMRTI</li><li>AFIERA</li></ul>	Bachelors Degree in Biological Sciences or other degree with heavy concentration in Biological Sciences
Noncommissioned Officer Academy (NCOA) <ul style="list-style-type: none"><li>Must be a TSgt or TSgt selectee</li><li>Completion is required before assuming MSgt</li></ul>	 (13.8 years)	<ul style="list-style-type: none"><li>USAF Academy</li><li>AFIERA</li><li>AFMIC</li><li>AFMOA</li></ul>	
USAF Senior NCO Academy (SNCOA) <ul style="list-style-type: none"><li>Must be a MSgt, SMSgt selectee, SMSgt, or a CMSgt selectee</li><li>Completion is required before assuming CMSgt</li></ul>	 (16. years)	<ul style="list-style-type: none"><li>MAJCOM</li><li>USAFSAM or AETC Instructor</li></ul>	Masters Degree in Public Health (MPH)
Upgrade To Superintendent (9 Skill Level) <ul style="list-style-type: none"><li>Rank of SMSgt or SMSgt selectee</li><li>Complete all required duty position training</li></ul>	 (20.2 years)	<ul style="list-style-type: none"><li>TRICARE Lead Agent</li><li>USAF Academy</li><li>Air Force Research Laboratory</li></ul>	
Chief Enlisted Manager (CEM) (4E000)	 (23 years)	<ul style="list-style-type: none"><li>AAFES</li><li>USAFSAM</li><li>MAJCOM</li><li>Career Field Manager</li></ul>	

### 8.3. Enlisted Career Path (AF Reserve/Guard):

4E0X1 Career Path		
Education and Training Requirements	Rank	Grade Requirements
Basic Military Training School	(Average 4E0X1 Sew-on)	High Year of Tenure
<b>Apprentice Technical School</b> (3 Skill Level)	 (6 months)	N/A
	 (10 months)	
<b>Upgrade To Journeyman</b> (5 Skill Level) <ul style="list-style-type: none"> <li>Complete 3 months duty position/apprentice experience before entering into upgrade training</li> <li>Complete 4E051 CDCs</li> <li>Certified in all STS Core Tasks (not Medical Standards, profile management or audiograms)</li> <li>Minimum 12 months OJT</li> </ul>	 (3 years TIS or 28 months TIG)	
<b>Airman Leadership School (ALS)</b> <ul style="list-style-type: none"> <li>SRA with 48 months TIS or SSgt selectee</li> <li>Correspondence course is a prerequisite for SSgt sew-on</li> </ul>	<b>Trainer</b> <ul style="list-style-type: none"> <li>ALS graduate</li> <li>Certified to perform the task to be trained</li> <li>Must have attended a formal trainers course</li> </ul>	
<b>Upgrade To Craftsman</b> (7 Skill Level) <ul style="list-style-type: none"> <li>Minimum rank of SSgt with 12 months OJT</li> <li>Complete distance learning tools training listed in paragraph 5.3.6.</li> <li>Complete PH CONOPS Course</li> </ul>	<b>Certifier</b> <ul style="list-style-type: none"> <li>At least a SSgt with a 5 skill level (or civilian equivalent)</li> <li>A person other than the trainer certified to perform the task to be trained</li> <li>Must have attended a formal trainers course</li> </ul>	
<b>Retrainees</b> <ul style="list-style-type: none"> <li>Minimum 3 months of apprenticeship training</li> <li>Minimum 6 months for 5-Level</li> <li>Minimum 18 months for 7-Level Upgrade Training</li> </ul>	 (4.5 years)	33 Years
<b>Noncommissioned Officer Academy (NCOA)</b> <ul style="list-style-type: none"> <li>Must be a TSgt or TSgt selectee</li> <li>Resident or correspondence course completion is a prerequisite for MSgt sew-on (Active Duty only)</li> </ul>	 (8.2 years)	33 Years
<b>USAF Senior NCO Academy (SNCOA)</b> <ul style="list-style-type: none"> <li>Must be a MSgt, SMSgt selectee, SMSgt, or a CMSgt selectee</li> <li>Resident or correspondence course completion is a prerequisite for SMSgt sew-on</li> </ul>	 (13.1 years)	33 Years
<b>Upgrade To Superintendent</b> (9 Skill Level) <ul style="list-style-type: none"> <li>Rank of SMSgt</li> </ul>	 (18 years)	33 Years
	 (21.4 years)	33 Years

### Section C - Skill Level Training Requirements

9. Purpose. Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

## 10. Specialty Qualification:

### 10.1. Apprentice Level Training:

#### 10.1.1. Specialty Qualification:

10.1.1.1. **Knowledge:** Mandatory understanding of: basic biological and physical sciences; preventive medicine; fundamentals of microbiology, chemistry, anatomy, physiology, and pathology of the human body; medical entomology programs; food technology; food handler training; medical food inspection; laboratory procedures; sanitary evaluations; public facility sanitation; prevention and control of foodborne, waterborne, and vectorborne diseases; communicable disease prevention and control; epidemiology; occupational health; medical readiness; medical administration; medical standards; profile management; database management; deployment processing; and written and oral communication and instruction.

10.1.1.2. **Education:** For entry into this specialty, completion of high school courses in biology, chemistry, and general science is desirable.

10.1.1.3. **Training:** For award of AFSC 4E031, completion of the Public Health Apprentice course is mandatory.

10.1.1.4. **Experience:** None.

10.1.1.5. **Other:** The following are mandatory for entry into this specialty:

10.1.1.5.1. Normal color vision as defined in AFMAN 48-123, *Medical Examination and Standards*.

10.1.1.5.2. Qualification to operate government vehicles according to AFI 24-309, *Vehicle Operations*.

10.1.2. **Training Sources and Resources:** Available through the USAFSAM course B3ABY4E031-001, Public Health Apprentice. This course is 71 days long.

10.1.3. **Implementation:** The 3-skill level is awarded upon completion (graduation) from Public Health Apprentice initial skills training (see paragraph 10.1.1.3.).

## 10.2. Journeyman Level Training:

10.2.1 **Specialty Qualification:** All 4E031 qualifications in addition to the following:

10.2.1.1. **Knowledge:** Expanded knowledge of: biological and physical sciences; (microbiology, chemistry, anatomy, physiology, and pathology of the human body; medical entomology programs, and vector control); food safety technology; public facility sanitation; field preventive medicine; prevention and control of foodborne, waterborne, and vectorborne diseases; communicable disease prevention and control; epidemiology and biostatistics; occupational health and associated Federal regulations; medical readiness; medical administration and information management; medical standards; profile management; database management; deployment processing and written and oral communication and instruction. This knowledge can be obtained

through completion of the Career Development Course and other distance learning tools given at the appropriate time.

10.2.1.2. **Education:** N/A

10.2.1.3. **Training:** N/A

10.2.1.4. **Experience:** Experience is desirable in all major functions of public health such as food safety and security; public facility sanitation; communicable disease prevention and control; occupational health (including audiograms); medical intelligence; disease vector surveillance; medical standards; profile management; database management; and deployment processing. Completion of the 4E051 Public Health Journeyman Career Development Course and certification in all core tasks and duty position tasks are mandatory. Completion of college level courses towards award of the CCAF Public Health Technology associate degree and one or more Centers for Disease Control and Prevention home study courses or distance learning tools is desirable.

10.2.1.5. **Other:** None.

10.2.2. **Training Sources and Resources:** 4E051 Public Health Journeyman Career Development Course. Public Health Skills Development Course (1 week). Airman Leadership School (4 weeks) is available for SrA with 48 months time in service or SSgt selectees.

10.2.3. **Implementation:** Upgrade training to the 5-skill level begins upon assignment to the first duty station and is awarded upon completion of mandatory (CDCs, core tasks, duty position tasks) training and supervisor's recommendation.

### 10.3. **Craftsman Level Training:**

10.3.1 **Specialty Qualification:** Qualification in and possession of AFSC 4E051.

10.3.1.1. **Knowledge:** Managing personnel, resources, and equipment, personnel training, counseling, and budgeting; preventive medicine programs; medical entomology programs; food safety, security and sanitation programs; public facility sanitation; prevention and control of foodborne, waterborne, and vectorborne diseases; communicable disease prevention and control; epidemiology; occupational health programs; medical readiness; medical administration and information management; medical standards; profile management; database management; medical intelligence and deployment processing and written and oral communication. Public Health Craftsman candidates are expected to demonstrate an in-depth understanding of foodborne disease that will enable them to evaluate food sources, food manufacturing plants, and food service and storage operations at CONUS and OCONUS main operating bases. Additionally, the Craftsman is expected to apply this knowledge in developing-nation settings and field settings to protect deployed forces from foodborne disease outbreaks.

10.3.1.2. **Education:** N/A

10.3.1.3. **Training:** N/A

10.3.1.4 **Experience:** Experience combined with continuing development and emphasis on leadership, management, and supervisory skills are critical to the transition from technician to supervisor. Completion of the following specialized courses, as well as certification in all core tasks at the 7-level and certification in duty position tasks is mandatory. See section 5.3.6. for a list of courses and distance learning tools that trainees must complete prior to award of the 7-skill level.

Completion of the following courses is highly desirable, but not required for upgrade: Public Health Ergonomics Course (B3OZYERG02-000), the Armed Forces Medical Intelligence Center Medical Intelligence Course, the U.S. Army Medical Institute Infectious Diseases Biological and Chemical Casualties Management Course, the U.S. Army Academy of Health Care Sciences course in Sexually Transmitted Disease Counseling and Interviewing, and a course in Health and Environmental Risk Communication. Excellence in written and oral communications is also essential for success in public health programs. Communicating with civilian equivalent public health agencies and increased involvement with other flights and squadrons within the organization and across the installation enhance experience. Completion of college level courses towards award of the associate degree or higher is desirable. Membership, certification, or registration with a professional Public Health or Environmental Health organization is desirable (See AFI 41-104).

10.3.1.5. **Other:** None.

10.3.1.6. **Training Sources/Resources:** The NCO Academy in-residence is available to TSgt selects and TSgts.

10.3.1.7. **Implementation:** Upgrade training to the 7-level can begin upon selection for promotion to Staff Sergeant. The 7-level is awarded after completion of all prerequisite courses, certification of training in the core tasks listed on the STS portion of this CFETP, 12 months of upgrade training, and recommendation of the supervisor.

#### 10.4. Superintendent Level Training:

10.4.1. **Specialty Qualification:** Qualification in and possession of AFSC 4E071.

10.4.1.1. **Knowledge:** Extensive knowledge of wing and medical service organization and functions; all public health programs; personnel management; administration; resource management; and leadership are mandatory.

10.4.1.2. **Education:** N/A

10.4.1.3. **Training:** N/A

10.4.1.4. **Experience:** Broad experience managing public health activities, supervising civilian and military personnel, and demonstrated leadership skills. A superintendent should be a professional noncommissioned officer, experienced in general medical processes and systems, and be an expert in public health programs. Completion of the duty position training requirements is mandatory. Award of an associate or higher degree at this skill level is highly desirable. Further self-improvement efforts should be continued to enhance superintendents' abilities as a leader, manager and supervisor.

10.4.1.5. **Other:** None.

10.4.2. **Training Sources/Resources:** The Senior NCO Academy in-residence is available to MSgts and SMSgts. The Senior NCO Academy correspondence course is also available and very highly recommended, but it does not substitute for the resident course.

10.4.3. **Implementation:** The 9-skill level can be awarded upon promotion to Senior Master Sergeant.

## ***Section D - Resource Constraints***

11. **Purpose:** This section identifies known resource constraints that preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

### **12. Apprentice Level Training:**

12.1. **Constraints:** None.

12.1.1. **Impact:** None.

12.1.2. **Resources Required:** None.

12.1.3. **Action Required:** None.

12.2. **OPR/Target Completion Date:** N/A

### **13. Journeyman Level Training:**

13.1. **Constraints:** None.

13.1.1. **Impact:** None.

13.1.2. **Resources Required:** None.

13.1.3. **Action Required:** None.

13.2. **OPR/Target Completion Date:** N/A

### **14. Craftsman Level Training:**

14.1. **Constraints:** None.

14.1.1. **Impact:** None.

14.1.2. **Resources Required:** None.

14.1.3. **Action Required:** None.

14.2. **OPR/Target Completion Date:** N/A

## ***Section E. Transitional Training Guide***

**15. Transitional Training Plan** NOTE: ARC personnel in AFSC 4E0X1 will not be required to complete transitional training as they are not assuming the responsibilities for medical standards related tasks. All ARC 4F0X1 personnel are scheduled to transition to the 4N0X1 career field. This transition is covered under the 4N0X1 CFETP.

### **15.1. 3 Level:**

15.1.1. Those 4F0X1 personnel who hold a 3-skill and are identified to become a 4E031 will have to attend a 3-week bridge course at USAFSAM, Brooks AFB, TX.

15.1.2. Those 4E0X1 personnel who hold a 3-skill level will be required to complete a Distance Learning Tool (produced by USAFSAM) covering the new mission.

### **15.2. 5 Level:**

15.2.1. Those 4F0X1s in 5-level UGT at time of merger who convert to 4E0X1s will be disenrolled from the 4F0X1 CDC course and enrolled in and complete the new 4E0X1 CDCs. The new 4E0X1 CDCs will include a new volume, which will cover the 4F0X1 skills being absorbed by the 4E0X1 community (Medical Standards etc).

15.2.2. The 4E031s in 5-level UGT at time of merger and in receipt of the old 4E051 CDCs (5 volumes), will complete the old CDC set and receive OJT augmented with the USAFSAM produced Distance Learning tool on Medical Standards before being upgraded. Document completion of this training in member's six-part folder, AF Form 797.

15.2.3. Both 4E0X1 and transferred 4F0X1 personnel must do the following:

15.2.3.1. Complete all 4E0 STS core tasks.

15.2.3.2. Complete any duty position specific requirements.

15.2.3.3. Have a minimum of 15 months time in UGT (9 months for retrainees). Time spent in UGT as a 4F031 will count toward the 15 or 9 months, as applicable.

### **15.3. 7 Level:**

15.3.1. The 4F0X1s converting to 4E0X1 with a 5- or 7- skill level will automatically be awarded the same skill level in the new AFSC. Prior 4F0X1s will complete the new 6-volume 4E0X1 CDCs, NLT 1 Jan 04.

15.3.2. Prior 4F0X1s will also attend a 3-week 4E0X1 bridge course at USAFSAM NLT 1 Nov 04. Priority for attendance at this course will be given to those who will be WAPS testing during the 04E5, 04E6, and 04E7 promotion testing cycles; as well as those assigned to deployable UTCs.

15.3.3. The 4E0X1 personnel who held a 5-skill level prior to the merger will be required to receive OJT augmented with the USAFSAM produced Distance Learning tool on Medical Standards. They must complete the DL course NLT 1 Nov 04. Document completion of this training in the member's six-part folder, AF Form 797.



15.3.4. The 4E0X1 personnel who held a 7-skill level in the 4E0X1 career field prior to the merger will be required to attend a 2-week bridge course at USAFSAM on Medical Standards issues NLT 1 Nov 04.

15.3.5. The 4F051 in 7-level upgrade training at the time of the merger who become 4E0X1s must complete the new 4E0X1 CDCs.

15.3.6. The 4E0X1 personnel in 7-level upgrade training at the time of the merger must receive OJT augmented with the USAFSAM produced Distance Learning tool on Medical Standards before being upgraded. Document completion of this training in the member's six-part folder, AF Form 797.

15.3.7. These 4E0X1 personnel (including previous 4F0X1) must:

15.3.7.1. Complete all 4E core tasks.

15.3.7.2. Possess a minimum 12 months UGT (6 months for retrainees). Time spent in UGT as a 4F0X1 will count toward the 12 or 6 months, as applicable.

15.3.7.3. Complete any duty position specific requirements.

15.3.7.4. Have SSgt sewn on.

#### 15.4. **9 Level:**

15.4.1. 4E0X1 personnel are required to complete the USAFSAM Distance Learning Tool on Medical Standards prior to Nov 04.

15.4.2. 4F0X1 personnel (who transfer to 4E0X1) must complete 4E0X1 CDCs, distance-learning tools listed in section 5.3.6. (7-level requirements) as well as attending Public Health CONOPS course at USAFSAM in-residence...prior to being deployed on a UTC where traditional Public Health duties must be performed (such as filling a 4E position on a PAM team or Medical Global Reach Laydown Team).

## Part II

### *Section A - Specialty Training Standard*

1. **Implementation:** This STS will be used for technical training provided by USAFSAM for classes beginning after 28 September 2001 and graduating thereafter until the STS is revised.

2. **Purpose:** As prescribed in AFI 36-2201, this STS:

2.1. Lists in column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airmen to perform duties in the 3-, 5-, and 7-skill level. Task statements are numbered sequentially i.e., 1.1, 1.2, 2.1. Column 2 identifies Core Tasks by an asterisk (\*).

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completion date.

2.3. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See CADRE/AFSC/CDC listing maintained by the unit-training manager for current CDC listings.

2.4. **Qualitative Requirements:** Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.5. The STS becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, **On-The-Job Training Record**, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.5.1. **Documentation:** Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part II of the CFETP: Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. NOTE: The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their Career Field.

2.5.1.1. **Converting from Old Document to CFETP:** Use the new CFETP to identify and certify all past and current task qualifications unless an AFJQS has been mandated. Transcribe qualifications in the following manner:

2.5.1.1.1. For those tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date as completion date, and enter trainee's and supervisor's initials. Remember, during the transcription process no training is taking place. Therefore, the trainer's initial are not required.

2.5.1.1.2. When transcribing previous certification for tasks not required in the current duty position, carry forward only the previous completion date of certification (not the initials of another person). If and when transcribed tasks become duty position requirements, recertify using standard certification procedures.

2.5.1.1.3. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their respective roles. Upon completion of the transcription process, give the old CFETP to the member.

2.5.1.2. **Documenting Career Knowledge:** When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFI 26-2108. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. NOTE: Career Knowledge must be documented prior to submitting a CDC waiver.

2.5.1.3. **Decertification and Recertification:** When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using an automated system. Appropriate remarks are entered on the AF Form 623A, On-The-Job Training Record Continuation Sheet, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.5.2. **Training Standard:** Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

2.6. The STS and CDCs are a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Senior NCOs with extensive practical experience in this career field develops Specialty Knowledge Tests (SKTs) at the USAF Occupational Measurement Squadron. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, US Air Force Reenlistment, Retention, and NCO Status Programs (formerly AFR 35-16, volume 1). WAPS is not applicable to the Air National Guard or Air Force Reserves.

3. **Recommendations:** Report unsatisfactory performance of individual course graduates as prescribed in AFI 36-2202, to USAFSAM/CVA, 2602 West Gate Road, Brooks AFB TX 78235-5252 or call DSN 240-3766. Use the listing of course objectives in Section B to aid in evaluating graduate performance. Reference specific STS paragraphs.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

//Original Signed//  
GEORGE PEACH TAYLOR, JR.  
Lieutenant General(s), USAF, MC, CFS  
Acting Surgeon General

This Block Is For Identification Purposes Only		
Name Of Trainee		
Printed Name (Last, First, Middle Initial)	Initials (Written)	SSAN
Printed Name Of Certifying Official And Written Initials		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

### QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
<b>Task Performance Levels</b>	<b>1</b>	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	<b>2</b>	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	<b>3</b>	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	<b>4</b>	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
<b>*Task Knowledge Levels</b>	<b>a</b>	Can name parts, tools, and simple facts about the task. (Nomenclature)
	<b>b</b>	Can determine step-by-step procedures for doing the task. (Procedures)
	<b>c</b>	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	<b>d</b>	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
<b>**Subject Knowledge Levels</b>	<b>A</b>	Can identify basic facts and terms about the subject. (Facts)
	<b>B</b>	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	<b>C</b>	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	<b>D</b>	Can evaluate conditions and make proper decisions about the subject. (Evaluation)
<p>Explanations</p> <p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)...identifies core tasks and must be trained in order to be upgraded to next skill level.</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p> <p>*** Core task for AD only and not ARC component.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC. The individual's trainer assesses proficiency in these areas.</p> <p>X This mark is used alone in course columns to show that training required but not given due to limitations in resources.</p> <p>NOTE 1: All tasks and knowledge items shown with a proficiency code are trained during wartime.</p> <p>NOTE 2: The course in which the skill is taught is indicated along with the proficiency code. Abbreviations used: OEC = Operational Entomology; CONOPS = Public Health Contingency Operations; PHFS = Public Health Food Safety Professional; and EPI = CDC Epidemiology Course</p>		

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training / Information Provided (See Note 1)			
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	Course	CDC	Course (See note 2)
<u>STS TABLE OF CONTENTS:</u> 1. MISSION AND ORGANIZATION  2. CAREER LADDER PROGRESSION  3. COMMUNICATION SKILLS  4. SUPERVISION AND TRAINING  5. OFFICE ADMINISTRATION  6. INFORMATION SYSTEMS MANAGEMENT  7. RESOURCE MANGEMENT  8. BIOLOGICAL AND PHYSICAL SCIENCES  9. MEDICAL ENTOMLOGY  10. PATIENT MANAGEMENT  11. PRINCIPLES OF EPIDEMIOLOGY  12. PRINCIPLES OF COMMUNICABLE DISEASE CONTROL  13. PHA AND IMR (PIMR) AND OCCUPATIONAL HEALTH  14. FOOD SAFETY AND SECURITY  15. CONTINGENCY OPERATIONS										

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training / Information Provided (See Note 1)			
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level
		Tug Start	Tug Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	Course	CDC	Course (See note 2)
1. M T	AFH 33-337, The Tongue and Quill; AFMAN 36-2236, Guidebook for Air Force Instructors; AFMAN 37-126, Preparing Official Communications.									
a. USAF Medical Service / Objective Medical Group							A		B	
b. Aerospace Medical Squadron							A		B	
c. Public Health Flight										
(1) Air National Guard							A		B	
(2) Air Force Reserve							A		B	
d. Relationships with local, state and federal public health, food inspection, and occupational safety and health agencies							A		B	
2. Career Ladder Progression: TR:										
a. Progression in career ladder							A			
b. 4E031 / 4E051 duties							A			
c. 4E071 / 4E091 / 4E000 duties							A			
3. Communication Skills: TR:										
a. Principles and elements							A			
b. Effective writing										
(1) Write performance reports / awards and decorations							a			
(2) Prepare bullet statements							a			
(3) Prepare written correspondence							a			
c. Education and training										
(1) Prepare lesson plans							2b			
(2) Present lectures or briefings	*						2b			

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training / Information Provided (See Note 1)			
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level
		Tug Start	Tug Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	Course	CDC	Course (See note 2)
<b>4. Support Tasks:</b> TR: Books from the Covey Leadership Center (Seven Habits of Highly Effective People, Principle-Centered Leadership, The Power Principle, etc.); 1997 Chief of Staff Reading List (See <a href="http://www.af.mil/lib/csafbook/index.html">http://www.af.mil/lib/csafbook/index.html</a> ); Comprehensive Stress Management by Jerrold S. Greenburg: 1990; AFI 41-102, The Medical Expense and Performance Reporting System for Fixed Medical and Dental Facilities (RCS: DD-HA (AR) 1453); AFI 90-201, Inspector General Activities.										
a. Orient new personnel										
b. Career Field Education and training Plan (CFETP)										
(1) Understand the CFETP							A			
(2) Understand the proficiency code							A			
(3) Evaluate Personnel							a			
c. Understand and utilize the proficiency code key as it relate to on-the-job training										
(1) Monitor effectiveness of training										
(a) Know responsibilities / perform duties of a trainer										
(b) Know responsibilities / perform duties of a certifying official										
(c) Ensure all core tasks are trained and certified										
(2) Maintain training records										
<b>5. Office Administration:</b>										
TR:										
a. Schedule work										
b. Set goals for improvement							a			
c. Prepare and maintain files plan							1a			
d. Use, update, and prepare operating instructions							1a			
e. Publications										
(1) Access publications files							1a			
(2) Maintain publications files							1a			
f. Perform self-inspections										
g. Public Health metrics										
(1) Understand Public Health Metrics							A			
(2) Maintain Public Health Metrics							a			

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training / Information Provided (See Note 1)			
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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	Course	CDC	Course (See note 2)
<b>6. Information:</b> TR: Disorders of the Immune System, Damon Clinical Laboratories, Damon Corporation, MA, 1992; The Biology of the Immune Response, JAMA, Vol 258, No. 20, Nov 1987; Understanding the Immune System, NIH, Publication No. 90-529, 1990; Anthony, Basic Concepts in Anatomy and Physiology; Philadelphia; J.B. Lippincott Co., 1983; Crouch, Human Anatomy and Physiology, 2 <sup>nd</sup> edition; Dorlands Illustrated Medical Dictionary, 25 <sup>th</sup> edition, W.B. Saunders Co., 1979; Frobisher and Fuerst, Microbiology in Health and Disease; Guyton, Medical Physiology; Marieb, Essentials of Human Anatomy and Physiology, 5 <sup>th</sup> edition, 1997; O'Keefe, Biology; Smith/Roohk, Introducing Biology.										
a. Perform word processing							2b			
c. Current computer software (ASIMS and COMMANDCORE, etc) (1) Demographics interface and Set-up (2) Hospital Employee Health (3) Occupational Health (4) Epidemiology (5) Sanitation/Food Safety (6) AFCITA/PIMR (7) Deployment	*						1a			
<b>7. Resource Management:</b> TR:										
a. Supplies and equipment  (1) Prepare requests for issue and turn-in of supplies and equipment  (2) Duties and responsibilities for maintenance of supplies and equipment										
b. Budgetary Process  1) Concept  (2) Preparing									A  a  a	
c. Use Public Health manpower standard to determine personnel requirements										
<b>8. Biological and Physical Sciences:</b> TR:										
							A  A  A			
a. Fundamentals of microbiology									B	
b. Fundamentals of chemistry									B	
c. Anatomy and physiology of the human body									B	



1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training / Information Provided (See Note 1)			
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	Course	CDC	Course (See note 2)
9. Medical Entomology: TR: AFI 32-1053, Pest Management Program; AFI 32-1074, Aerial Dispersal of Pesticides; AFI 48-102, Medical Entomology Program; AFI 48-104, Medical and Agricultural Foreign and Domestic Quarantine Regulations for Vessels, Aircraft and Other Transports of the Armed Forces; Armed Forces Pest Management Board (AFPMB), Technical Information Memorandum (TIM) 24 - Contingency Pest Management Pocket Guide, 4th Ed.; Borror, DeLong and Triplehorn, An Introduction to the Study of Insects, 6th Ed.; Harwood & James, Entomology in Human and Animal Health, 7th Ed, AFPMB TIM 36, Personal Protective Techniques Against Insects and Other Arthropods of Military Significance, USDA, USDA Agricultural Handbook No. 500, Stored-Grain Pests, USDA, Animal and Plant Health Inspection Service Training for Military Cooperators Training Guide, Olkowski: etal., Common Sense Pest Control, 1 <sup>st</sup> ed. CDC Distance Learning Course SS-3013, Vectorborne Disease Control										
a. Functions and responsibilities in medical entomology							A		B	B-OEC
b. Vector identification										
(1) Fundamentals of identification							A		B	
(2) Identify vector taxonomy										2b-OEC
c. Fundamentals of medical entomology in military operations										
(1) Biology of selected arthropods and rodents							A		B	C-OEC
(2) Conduct disease and pest vector surveillance										
(a) Determine surveillance needs							a		b	3c-OEC
(b) Set-up collection sites and traps							2b		b	3b-OEC
(c) Collect and sort specimens							2b		b	2b-OEC
(d) Analyze collection results							a		b	2b-OEC
(3) Make recommendations for prevention and control of vectors and pests	*						a		b	3c-OEC
(4) Make recommendations for personal protection measures	*						b		b	3c-OEC
(5) Process shipment for identification of pests							2b		b	
(6) Evaluate effectiveness of base level pest management program										2b-OEC
d. Military Quarantine										
(1) Functions and responsibilities of Public Health										
(a) Pests, agricultural / animal disease and crop destroyers							A			C-OEC
(b) Sewage and garbage disposal							A			C-OEC

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training / Information Provided (See Note 1)			
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	Course	CDC	Course (See note 2)
(2) M...	AFI 37-132, Air Force Privacy Act Program; AFI 41-210, Patient Administration Functions.									
(a) Conduct retrograde materiel clearance							a			
(b) Conduct the disease quarantine program							a			
<b>10. Patient Management:</b> TR:										
a. Medical Ethics / Privacy Act implications							B		B	
b. Review medical treatment records to determine qualification IAW applicable medical standards	***						a		b	
c. Make record entries	*						a		b	
d. Basic medical terminology							A		B	
e. Complete Documentation of:										
(1) Communicable Diseases							1a		b	
(2) Occupational Health							1a		b	
f. Schedule and monitor appointments for non-empanelled patients (i.e. ROTC, DoDMERB etc)							-		b	
g. Process retraining requests and associated actions									b	
h. Provide customer service and answer patient inquiries										
i. Profiles Management: AF Form 422, Physical Profile Serial Report Process										
(1) Purpose							A		B	
(2) Types of Profiles							A		B	
(3) Establishing the PULHES							a		b	
(4) Prepare and distribute AF Form 422	***						1a		b	
(5) Review PIMR and Admissions/Dispositions Report Daily							A		B	
(6) Process and Manage 4T's and Assignment Availability Code Roster	***						a		b	
j. Apply medical standards	***						2b		2b	
k. Determine and Process waiver disposition							-		b	
l. Process Aeromedical Consultation Service referrals							-		a	

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training / Information Provided (See Note 1)			
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level
		Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	Course	CDC	Course (See note 2)
11. Principles of Epidemiology: TR: AFI 34-701, Child Development Programs; AFI 44-108, Infection Control Program; AFI 48-105, Control of Communicable Diseases; AFI 48-106, Prevention and Control of Sexually Transmitted Diseases; AFI 48-110, Immunizations and Chemoprophylaxis; AFI 48-115, Tuberculosis Detection and Control Program; AFI 48-135, Human Immunodeficiency Virus Infection Control Program; AFJI 48-131, Veterinary Health Services; Annual CDC Rabies Surveillance Summary; Benenson, A.S. Control of Communicable Diseases Manual, 16 <sup>th</sup> edition; CDC Treatment Guidelines; CDC Guidelines: Nosocomial Infections; Defense Intelligence Agency (DIA) – Handbook of Diseases of Military Importance.										
a. Functions and responsibilities of Public Health							A		B	
b. Agent, host and environmental factors							B		B	
c. Principles of biostatistics										
(1) Compile and maintain data							b		b	
(2) Identify and evaluate trends							b		b	
d. Conduct epidemiological investigations	*						1b		b	
e. Perform risk assessments and report findings	*						1a		b	
12. Principles of Communicable Disease Control: TR:										
a. Communicable Diseases										
(1) Sexually transmitted diseases							B		B	
(2) Rabies							B		B	
(3) Hepatitis							B		B	
(4) HIV							B		B	
(5) TB							B		B	
(6) Other diseases							A		B	
b. Modes of Transmission										
(1) Direct							B		B	
(2) Indirect							B		B	
(3) Airborne							B		B	
c. Principles of Immunology							A		B	
d. Prophylaxis / treatment							B		B	

1. Tasks, Knowledge and Technical References		2. Core Tasks	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training / Information Provided (See Note 1)			
			A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level
			Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	Course	CDC	Course (See note 2)
e. C	ACGIH OEL Handbook; AFI 48-108, Cold Injury; AFI 91-204, Safety Investigations and Reports; AFI 91-301, Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program; AFOSH STD 48-137, Respiratory Protection Program, AFOSH STD 48-8, Controlling Exposures to Hazardous Materials; AFOSH STD 48-19, Hazardous Noise Program; AFOSH STD 91-31, Personal Protective Equipment; AFOSH STD 91-66, General Industrial Operations; AFI 48-145, Occupational Health Program; AFOSH STD 161-20, Hearing Conservation Program; AFOSH STD 161-21, Hazard Communication; AFOSH STD 161-21.1G, Department of Defense Federal Hazard Communication Training Program, Trainer's Guide, April 1988; AFOSH STD 48-9, Radiofrequency Radiation Safety Program; 29 CFR 1910.1030, Prevention of Occupational Exposure to Bloodborne Pathogens; DoDI 6055.5-M, Occupational Medical Surveillance Manual, May 1998; Casarett and Doull's, Toxicology, 2nd ed., 1980; Proctor & Hughes, Chemical Hazards of the Workplace, 4 <sup>th</sup> edition; Putz-Anderson, V. (Ed): Cumulative Trauma Disorders: A Manual for Musculoskeletal Diseases of the Upper Limbs, New York: Taylor & Francis, 1992; Rogers, S. W. (Ed): Ergonomic Design for People at Work, Vols 1 and 2, New York: Van Nostrand Reinhold, 1986; Zenz, Occupational Medicine, 3 <sup>rd</sup> edition; Frazier & Hage, Reproductive Hazards of the Workplace, John Wiley & Sons, Inc., 1998; Threshold Limit Values and BEIs for 1996-97; AL/OE-TR-1996-0158, USAF Armstrong laboratory, Preventing Work-Related Musculoskeletal Illnesses .through Ergonomics: The Air Force Premier Program.										
f.											
g.	Update and complete records or forms										
	(1) Tuberculosis detection and control						a		b		
	(2) Sexually transmitted diseases						a		b		
h.	Monitor animal bite program										
	(1) Perform documentation						a		b		
	(2) Track patient disposition						a		b		
13. PIMR and Occupational Health: TR:											
a.	Functions and responsibilities of Public Health										
	(1) PIMR						A		B		
	(2) Occupational Safety and Health Programs						A		B		
	(3) USAF Occupational Safety and Health Programs						A		B		
b.	Basics of industrial operations										
	(1) Toxicology						A		B		
	(2) Potential occupational hazards										
	(a) Chemical						A		B		
	(b) Physical						A		B		
	(c) Biological						A		B		
	(d) Ergonomics						A		B		

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	Course	CDC	Course (See note 2)
(3) Determine occupational health education requirements										
(a) Perform risk based Occupational health shop visits							1b		b	
(b) Evaluate worker OSHA education and training							a		b	
(4) Occupational safety and health education										
(a) Personal hygiene							A		A	
(b) Occupational hazards							A		B	
(c) Hazard communication / material safety data sheets (MSDS)							B		B	
(d) Personal protective equipment							B		B	
(e) Ergonomics							A		B	
(f) MTF occupational /EHP	*						A		B	
(g) Fetal protection / reproductive health							A		B	
(h) Asbestos awareness							A			
(5) Maintain Public Health portion of industrial case file							2b		b	
c. Occupational illness and injury	*									
(1) Distinguish between illnesses and injuries							1b		b	
(2) Investigate occupational illnesses							1b		b	
(3) Report occupational illnesses							1b		b	
(4) Conduct occupational illness trend analysis							1b		b	
d. Hearing conservation										
(1) Physical properties of sound							B		B	
(2) Hearing Conservation Program and DOEHS	*						NOTE 3			
(a) Perform and record audiometer calibration							“		b	
(b) Conduct occupational audio testing							“		b	
(c) Process audio forms							“		b	
(d) Process audio referrals							“		b	

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	Course	CDC	Course (See note 2)
(3) Documentation of noise exposed personnel							B		B	
(4) Select, fit and educate on protective devices							2b		b	
(5) Standard Threshold Shifts										
(a) Identification							B		B	
(b) Process Follow-up							b		b	
e. Medical treatment facility / base employee health program										
(1) Monitor follow-up of those exposed to bloodborne pathogens							a		b	
(2) Monitor follow-up of those exposed to airborne pathogens							a		a	
(3) Monitor immune status and make recommendations							1b		b	
f. Reproductive health program										
(1) Fundamentals of the program							A		B	
(2) Assess risks to worker in work environment							b		b	
g. PIMR and Occupational exam	*									
(1) Review occupational exposure data							1a		b	
(2) Types of examinations (including dental) and classifications							A		A	
(3) Determine occupational exam regulatory requirements							1a		b	
(4) Identify target organs							1a		b	
(5) Recommend occupational exams							1a		b	
(6) Utilize software, generate reports and distribute appropriately							1a			
(7) Review and process forms and reports							2b			
(8) Perform Quality Control on PIMR reports and Occupational Health Exams							a			

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			Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	Course	CDC	Course (See note 2)
<div>(9) h. Inve con</div> <div>Jay, Modern Food Microbiology, 5<sup>th</sup> ed, Chapman &amp; Hall, 1996; Potter and Hotchkiss, Food Science, 5<sup>th</sup> ed, Chapman &amp; Hall, 1995; Hubbert et al., Food Safety and Quality Assurance--Foods of Animal Origin, 2<sup>nd</sup> ed, Iowa State University Press, 1996; Cliver, Foodborne Diseases, Academic Press, Inc., 1990; Murano, Food Irradiation--A Sourcebook, Iowa State University Press, 1995; Olson, Irradiation of Food, Food Technology, Vol 52, No 1, January 1998.</div>											
14. Food Safety: TR:											
a. Food chemistry and microbiology											
(1) Temperature							B		B		C-PHFS
(2) Irradiation							B		B		C-PHFS
(3) Water activity							B		B		C-PHFS
(4) pH, oxidation-reduction potential and organic acids							B		B		C-PHFS
(5) Preservation techniques, food packaging, and anti-microbial properties							B		B		C-PHFS
(6) Gases							B		B		C-PHFS
(7) Food pathogens							B		B		C-PHFS
b. Causes of food deterioration / spoilage											
(1) Meat products							A		B		B-PHFS
(2) Waterfood products							A		B		B-PHFS
(3) Egg products							A		B		B-PHFS
(4) Dairy products							A		B		B-PHFS
(5) Fresh fruits and vegetables							A		B		B-PHFS
(6) Semi-perishables							A		B		B-PHFS
c. Principles and techniques of storing											
(1) Semi-perishables							A		B		C-PHFS
(2) Perishables							A		B		C-PHFS

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training / Information Provided (See Note 1)			
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		Tug Start	Tug Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	Course	CDC	Course (See note 2)
d. Approved Source of Food TR: AFI 48-116, Food Safety Program; DSCP Handbook 4155.2 and Appendixes; U.S. Army VETCOM Circular 40-1, Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement; Joint Receipt Food Inspection Manual; Joint Surveillance Food Inspection Manual; DoD 4145.19-R-1, Storage and Material Handling; DeCA Directives 40-3 through 40-6; DeCA Contract Quality Assurance Provisions; ¼” Trim Boxed Beef Inspection Guide, USDA Meat and Poultry Inspection Directory; Interstate Certified Shellfish Shippers List; Interstate Milk Shippers List; US Department of Commerce Approved List of Fish Establishments and Products; Dairy Plants Surveyed and Approved for USDA Grading Service; Natick Guide to the Salvage of Foods Exposed to Refrigeration Failure (Air Force version, 1997); Guidelines for Evaluation and Disposition of Damaged Canned Food Containers, Bulletin 38-L, 3 <sup>rd</sup> ed, National Food Processors Association										
(1) Identify foods that require source approval and use the appropriate approved source  (a) Meat products (b) Poultry products (c) Waterfood products (d) Dairy products (e) Bakery products (f) Other (g) Locally approved source listing  (2) Federal, state inspection agency markings, grades and legends associated with food	*						2b  2b  2b  2b  2b  A		b  b  b  b  b  B	
e. Use food inspection manuals and directives	*						2b		b	
f. Monitor Temperatures	*						2b		b	
g. Perform inspections for stored products	*						b		b	
DoD Veterinary Laboratory Sample Submission Guidelines, Ft Sam Houston, TX; Compendium of Methods for the Microbial Examination of Foods, American Public Health Association, 1992.										
h. Evaluate foods on receipt  (1) Perform receipt inspection of foods  (2) Prepare food safety provisions for local and contingency contracts  (3) Complete inspection reports  (4) Monitor Prime Vendor inspections	 *  *    						 2b  a  1a  A		 b  a   A	



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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	Course	CDC	Course (See note 2)
i. Evaluate during stor	DoD Veterinary Laboratory Sample Submission Guidelines, Ft Sam Houston, TX; Compendium of Methods for the Microbial Examination of Foods, American Public Health Association, 1992.									
(1) Perform surveillance inspections							b		b	
(2) Investigate Food Quality Reports (DECA Form 40-45)							2b		b	
(3) Perform ALFOODACT investigations							b		b	
j. Operational Rations	*									
(1) Purpose and terminology							B		B	
(2) Use inspection handbook							2b		b	
(3) Perform inspection							2b		b	
(4) Complete inspection reports							2b		b	
(5) Prepare disposition instructions							b		b	
(6) Management of operational rations inspection program							A		B	
k. Determine the Utilization / disposition of food	*						a		b	
l. Inspect damaged / distressed food items	*						b		b	
m. Analysis Procedures: TR:	*									
(1) Fundamentals of microbiological testing							A		B	
(2) Collect, prepare and forward food samples for shipment							b		b	
(3) Perform sensory analysis of food samples							2b			
(4) Perform pH analysis of food samples							2b		b	
(5) Make recommendations based on analysis							b			

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		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	Course	CDC	Course (See note 2)
n. Perform sanitation evaluations of food processing and food service TR:	*						Le		b	
AFI 48-116, Food Safety Program; AFI 48-117, Public Facility Sanitation; AFI 34-701, Child Development Programs; 1997 FDA Food Code (with Air Force changes); McSwane et al., Essentials of Food Safety and Sanitation, Prentice Hall, 1998; HACCP Reference Book, National Restaurant Association, 1993; HACCP-Regulatory Applications in Retail Food Establishments, 2 <sup>nd</sup> ed, FDA, 1997.										
o. Fundamentals of the Food Code	*									
(1) Purpose and definitions							A		B	C-PHFS
(2) Management and personnel										
(a) Supervision							A		B	C-PHFS
(b) Employee Health							A		B	C-PHFS
(c) Personal cleanliness							A		B	C-PHFS
(d) Hygienic practices							A		B	C-PHFS
(3) Food										
(a) Characteristics							A		B	C-PHFS
(b) Sources, specifications, and original containers and records							A		B	C-PHFS
(c) Protection from contamination after receiving							A		B	C-PHFS
(d) Destruction of organisms of public health concern							A		B	C-PHFS
(e) Limitations of growth of organisms of public health concern							A		B	C-PHFS
(f) Food identity, presentation and on-premises labeling							A		B	C-PHFS
(g) Contaminated food							A		B	C-PHFS
(h) Special requirements for highly susceptible populations							A		B	C-PHFS
(4) Equipment, utensils and linens										
(a) Materials for construction and repair							A		B	C-PHFS
(b) Design and construction							A		B	C-PHFS
(c) Numbers and capacities							A		B	C-PHFS
(d) Location and installation							A		B	C-PHFS

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training / Information Provided (See Note 1)			
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level
		Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	Course	CDC	Course (See note 2)
(e) Maintenance and operation							A		B	C-PHFS
(f) Cleaning of equipment and utensils							A		B	C-PHFS
(g) Sanitization of equipment and utensils							A		B	C-PHFS
(h) Laundering							A		B	C-PHFS
(i) Protection of clean items							A		B	C-PHFS
(5) Water, plumbing and waste										
(a) Water							A		B	C-PHFS
(b) Plumbing system							A		B	C-PHFS
(c) Mobile water tank and mobile food establishment water tank							A		B	C-PHFS
(d) Sewage, other liquid waste and rain water							A		B	C-PHFS
(e) Refuse, recyclables and returnables							A		B	C-PHFS
(6) Physical facility										
(a) Materials for construction and repair							A		B	C-PHFS
(b) Design, construction and installation							A		B	C-PHFS
(c) Numbers and capacities							A		B	C-PHFS
(d) Location and placement							A		B	C-PHFS
(e) Operation and maintenance							A		B	C-PHFS
(7) Poisonous or toxic materials										
(a) Labeling and identification							A		B	C-PHFS
(b) Operational supplies and application							A		B	C-PHFS
(c) Stock and retail sale							A		B	C-PHFS
(8) Compliance and enforcement										
(a) Code applicability							A		B	C-PHFS
(b) Plan submission/approval							A		B	C-PHFS
(c) Medical evaluations of food facilities							A		B	C-PHFS

1. Tasks, Knowledge and Technical References		2. Core Tasks	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training / Information Provided (See Note 1)			
			A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level
			Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	Course	CDC	Course (See note 2)
p. Foodhandler training		Procedures to Investigate Foodborne Illness, 4 <sup>th</sup> ed, International Association of Food, Milk and Environmental Sanitarians; Bryan, et al., Surveillance for Foodborne Disease Parts I & II (Vol 60, No 5) and Parts III & IV (Vol 60, No 6), Journal of Food Protection, 1997; Procedures to Investigate Waterborne Illness, 2 <sup>nd</sup> ed, International Association of Food, Milk and Environmental Sanitarians.									
(1) Review employees and supervisors											
(2) Conduct foodhandler supervisor training								b		b	c-PHFS
q. Perform evaluations of off-base food processing, storage and serving facilities								a		b	c-PHFS
r. Perform trend analysis for facility sanitation								a		b	c-PHFS
s. Fundamentals of HACCP								A		B	C-PHFS
t. Public Facilities											
(1) Fundamentals of public facility sanitation								A		B	
(2) Perform evaluations of public facilities		*									
(a) Barber and beauty shops								1a		b	
(b) Child development center								1a		b	
(c) Family day care homes								a		b	
(d) Contract quarters								a		b	
(e) Other public facilities								a		b	
(3) Develop local inspection requirements / procedures											
u. Perform public health evaluations of aircraft								a		b	
v. Prepare written reports		*									
(1) Document recommendations regarding public health evaluations								1a		b	
(2) Use evaluation findings to rate facilities								a		b	
w. Management of facility sanitation program								A		B	
x. Conduct foodborne / waterborne disease outbreak investigations TR:		*						1b		b	

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training / Information Provided (See Note 1)			
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	
		Tag Start	Tag Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	Course	CDC	Course (See note 2)
15. Contingency and Disaster Planning	AFPAM 10-219v1, Contingency & Disaster Planning; AFPAM 10-219v2, Pre Attack & Pre Disaster Preparations; AFPAM 10-219v3, Post Attack & Post Disaster Procedures; AFPAM 10-219v5, Bare Base Conceptual Planning Guide; AFH 10-222v1, Guide to Bare Base Development; AFH 10-222v2, Guide to Bare Base Assets; AFH 10-222v4, Environmental Guide for Contingency Operations; AFI 10-402, Mobilization Planning; AFI 10-403, Deployment Planning; AFI 10-404, Base Support Planning; AFI 23-226, Chemical Warfare Defense Equipment; AFJI 23-504, Radioactive Commodities in the DoD Supply System; AFI 24-405, Department of Defense Foreign Clearance Guide; AFI 25-101, WRM Program Guidance; AFJI 31-304, Enemy Prisoner of War, Retained Personnel, Civilian; AFI 32-4001, Disaster Preparedness Planning & Ops; AFJMAN 32-4003, Technical Aspects of Biological Defense; AFJMAN 32-4004, Emergency Response Operations; AFMMAN 32-4005, Personnel Protection & Attack Actions (MOPP); AFJMAN 32-4006, Manual for Mask Confidence & Liquid Hazards; AFI 33-102, Command, Control, Communications, Computers & Intelligence (C4I); AFMAN 34-243, Mortuary Affairs Program Procedures; AFI 34-501, Mortuary Affairs Program; AFI 36-2209, Survival & Code of Conduct Training; AFCAT 36-2223, USAF Formal Schools; AFI 36-2226, CATM Training Program; AFI 36-2238, Self Aid Buddy Care Training; AFI 41-106, Medical Readiness Planning & Training; AFI 41-301, Worldwide Aeromedical Evacuation; AFJMAN 44-149, Treatment of Chemical Agent Casualties and Conventional Chemical Injuries; AFJMAN 44-151, NATO Handbook on the Aspects of NBC Defense Operations (AFMEDP6B); AFI 48-101, Aerospace Medicine Operations; AFI 48-102, Medical Entomology Program; AFI 48-104, Quarantine Regulations of the Armed Forces; AFI 48-110, Immunizations and Chemoprophylaxis; ACC Concept of Operations for the Wartime Medical Decontamination Team (WMDT); <i>Many TO's are now on the Wright Patterson AF Publications Net</i> (www.wpafb.af.mil); 00-5-1, AF Technical Order System; 00-5-2, Technical Order Distribution System; 00-110A-12, Operating Instructions, Anti-Contamination Ensemble; 11D1-1-111, Decontaminating Kit, Skin, Personal M-258A1 (on it's way out); 11H2-5-1, Detector Kit, Chemical Agent, Model ABC-M18A2; 11H2-14-5-1, Paper, Chemical Agent M-8, M-9; 11H2-2-31, ADM 300A, Radiological Detector; 11H2-20-1, Operations Manual, Chemical Agent Detector, M-256A1; 14S1-2-21, Decontaminating Kit Skin, M-291; 14P3-1-7, Toxicological Protective Apron, M-2; 14P3-1-141, Ground Crew Ensemble; 14P4-15-1, MCU-2/P Chemical Biological Mask; 14P4-1-151, C-2 Chemical Biological Canisters; DoD 5100.52M, Nuclear weapon Accident Response Procedures (NARP); FM 21-10, Field Sanitation and Hygiene; *FM 21-10-1, Unit Field Sanitation and Hygiene; FM 21-76, Survival; *NAVMED P-5010ch9, Preventive Medicine For Ground Forces; NAVMED P-5099, Venomous Snakes; *Note: Contained in AFMIC's MEDIC									
a. Team functions and responsibilities for Operations Other Than War (OOTW)							B		B	B-CONOPS
b. Team functions and responsibilities for war							B		B	B-CONOPS
c. Medical intelligence functions and responsibilities	*									
(1) Conduct deployment health risk assessments							1a			2b-CONOPS
(2) Security vulnerabilities associated with medical intelligence (OPSEC, COMSEC, etc.)	*									B-CONOPS
(3) Conduct deployment health threat briefing							2b		b	3c-CONOPS
(4) Conduct Pre/Post deployment health screen	*						a		a	2c-CONOPS
d. Training										
(1) Conduct Preventive Medicine training									b	
(2) Conduct field hygiene and sanitation training									b	3c-CONOPS

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training / Information Provided (See Note 1)			
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	Course	CDC	Course (See note 2)
e. Recommend site selection requirements for placement and construction of:	*									
(1) Living areas							a		b	2c-CONOPS
(2) Food facilities							a		b	2c-CONOPS
(3) Medical treatment facility							a		b	2c-CONOPS
(4) Latrines, showers, and handwashing facilities							a		b	2c-CONOPS
(5) Patient decontamination facility							a		b	2c-CONOPS
(6) Waste and refuse disposal facilities							a		b	2c-CONOPS
f. Determine safe sources of food and make recommendations for protection	*						a		b	2c-CONOPS
g. Determine safe sources of water										
(1) Determine potability of drinking water in field/deployed settings							1a		b	2c-CONOPS
(2) Make recommendations for protection and storage							a		b	c-CONOPS
h. Perform sanitary inspection of field operations	*						a		b	c-CONOPS
i. Perform medical entomology functions	*						1a		b	b-CONOPS
j. Conduct field epi surveillance and report data	*						a		a	2c-CONOPS
k Infectious diseases of war							A		B	C-CONOPS
l. After actions report									A	B-CONOPS
m. Nuclear, biological or chemical environment operations										
(1) Characteristics of:										
(a) Nuclear agents							A		B	C-CONOPS
(b) Biological agents							A		B	C-CONOPS
(c) Chemical agents							A		B	C-CONOPS

1. Tasks, Knowledge and Technical References	2. Core Tasks	3. Certification for OJT					4. Proficiency Codes Used to Indicate Training / Information Provided (See Note 1)			
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level		C 7 Skill Level
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	Course	Course	CDC	Course (See note 2)
(2) Detect presence of nuclear fallout / radioactive particles										
(a) Use equipment for detection							1a		a	b-CONOPS
(b) Maintain equipment							a		a	
(c) Perform operational check on equipment							1a		a	b-CONOPS
(3) Detect and identify biological agents via epi surveillance	*						1a		b	
(4) Detect and identify chemical warfare agents										
(a) Use equipment for detection							1a		a	b-CONOPS
(b) Maintain equipment							a		a	
(c) Perform operational check on equipment							1a		a	b-CONOPS
(5) Identify decontamination procedures for subsistence:	*									
(a) Radiological contamination							a		b	
(b) Biological contamination							a		b	
(c) Chemical contamination							a		b	
(6) Use, and maintain NBC personal protective equipment							2b		b	

## ***Section B - Course Objective List***

**5. Course Objective:** Detailed objectives for all Public Health Courses can be obtained from the Plan of Instruction (POI) specific to the course. The POI for the course contains the measurement, standard, and proficiency level for each course objective.

### **5.1. Initial Skills Course:** Public Health Apprentice (B3ABY4E031-001)

5.1.1. The Public Health Apprentice course provides students **basic knowledge** of: medical administration; database management; written and oral communication; basic biological and physical science; fundamentals of microbiology, chemistry, anatomy and physiology, and pathology of the human body; communicable disease prevention and control; preventive medicine; epidemiology; illness and injury prevention; occupational health (including hearing conservation and performing audiograms); food technology; foodhandler training; medical food inspection; clinical and food laboratory procedures; public facility sanitation; prevention and control of foodborne, waterborne, and vectorborne diseases; medical entomology programs; medical standards and profile management; deployment processing (including the deployment process, medical intelligence and deployment surveillance) and other public health related medical readiness issues.

### **5.2 Advanced Skills Courses**

5.2.1 The **Public Health Journeyman** course (B3AZY4E051-001) is 5 days long. During these classes, 3-levels with 18 months experience, and technicians who have been 5-levels for less than 6 months are given the opportunity to expand their technical and management skills. Classroom lectures include epidemiological concepts, emerging communicable disease information, updates on the latest food safety and sanitation issues, ASIMS, management principles and programs, and medical intelligence. There are a minimum of 16 and a maximum of 20 students per class.

5.2.2. **Applied Epidemiology** (B30ZYAPEPI-001) is an 8 day course. This course is designed for AD, ANG, and AFRES. This training includes epidemiological principles and tools, surveillance and investigation procedures, and descriptive and analytical epidemiological methods. Students work in teams, in a classroom setting, to solve case studies based on real life situations, using epidemiological skills taught in this course. This course is designed to teach epidemiological methods and skills to enable students to perform public health surveillance and investigate disease outbreaks or perceived disease clusters at base level or during contingency operations. There are a minimum of 8 and a maximum of 30 students per class, with an average class size of 22.

5.2.3. **Epidemiology Of Vaccine-Preventable Disease/CITA** is a 5 day course. During this course (one class per fiscal year), 4N0X1As/PH personnel directly involved in the Immunization process at MTF level, receive hands on CITA training. This training is unavailable in 4N tech schools. Additionally, staff from the Centers for Disease Control and Prevention will conduct a 2 day workshop on the epidemiology of vaccine-preventable disease. This immunizations update by the CDC is currently not available in any other forum for Immunizations personnel. IAW AFI 44-102, 4N0X1A personnel are required to rotate through the regional support facility to ensure skill competency. However, there is no standard curriculum for this refresher training; the Epi vac/CITA course helps fulfill that need.

5.2.4. **Contingency Public Health Operations** (B30ZYCONOP-001) is a 10 day course. During each of the 5 courses per fiscal year, training is provided primarily to the Public Health Career Field; however seats are allocated to Bioenvironmental Engineers and Independent Medical Technicians (IDMTs). Other career fields that also attend on occasion are Flight Surgeons, 4Fs, and Medical Planners, and international students (from preventive medicine career fields). This training is provided for personnel who may be required to provide field public health/preventive medicine services during wartime contingencies, operations other than war, or natural



disaster situations. Emphasis is on field-situation scenarios in both peacetime and wartime contingencies, including natural disasters. Training includes contingency planning, field hygiene and sanitation, nuclear, chemical, and biological warfare defense monitoring and decontamination procedures, methods of ensuring safe food and water in field conditions, approval of local food sources, use of field equipment included in typical deployment conditions. Other training includes field disease surveillance and investigation techniques, sources and proper use of medical intelligence information, site selection and set-up, and the role of Air Force medical/Public Health personnel in OCONUS peacekeeping/humanitarian relief efforts. Practical exercises for food/water vulnerability studies, and for site selection will be included.

**5.2.5. Operational Entomology (B30ZY43M3-000)** is a 10 day course. During the classes the students (primarily Public Health and Civil Engineering personnel) are familiarized with vectors and vector borne diseases. The students will be able to identify and limit vectors and vectorborne diseases during peacetime and contingency operations. The course is initially conducted in a classroom setting with written scenarios. The students then conduct fieldwork, putting the classroom scenarios into practice. There are a minimum of 8 and a maximum of 16 students per class.

### ***Section C - Support Material***

NOTE: There are currently no support material requirements. This area is reserved.

### ***Section D - Training Course Index***

**6. Purpose:** This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

#### **7. Air Force In-Residence Courses:**

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>	<u>POC</u>
B3ABY4E031-001	Public Health Apprentice	Brooks AFB	AF	USAFSAM
B3AZY4E051-001	Public Health Skills Development	Brooks AFB	AF	USAFSAM
B3AZY4E0X1-000	Team Aerospace Operational Solutions Course (NCO)	Brooks AFB	AF	USAFSAM
B3OZY43M3-000	Operational Entomology	Brooks AFB	AF	USAFSAM
B3OZYCONOP-000	Public Health Contingency Operations	Brooks AFB	AF	USAFSAM
B3OZYOEPI-000	Applied Epidemiology	Brooks AFB	AF	USAFSAM
B3AZY4F0X1-001	USAF Hearing Conservation Certification	Brooks AFB	AF	USAFSAM
B3AZY4F0X1-002	USAF Hearing Conservation Recertification	Brooks AFB	AF	USAFSAM
N/A	Risk Communication	Regional	ALL	Navy CECOS

#### **8. Air Force Institute for Advanced Distributed Learning (AFIADL) Courses and Exportable/Distance Learning Courses:**

##### **AFIADL Courses:**

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>	<u>POC</u>
CDC 4E051	Public Health Journeyman	Correspond	AF	AFIADL

<http://www.maxwell.af.mil/au/afiadl/>

##### **Other Distance**

##### **Learning Courses:**

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>	<u>POC</u>
B3OZYERG02-000	Public Health Ergonomics	Brooks AFB	AF	USAFSAM
B3OZY43M3-000	Operational Entomology	Brooks AFB	AF	USAFSAM

PHFS	Public Health Food Safety Professional	CD ROM or Web Based	AF	USAFSAM
OFM	Office Management	Web	AF	USAFSAM
SS 3013-G	Vectorborne Disease Control	CD ROM	AF	Centers for Disease Control
SS 3030-G	Principles of Epidemiology	CD ROM	AF	Centers for Disease Control

Note: Cost for mobile Entomology course will be at the requesting units' expense.

## 9. Courses Under Development/Revision

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>	<u>POC</u>
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## 10. Other Courses

<u>COURSE NAME</u>	<u>POC</u>
CDC Training Courses (Public Health Training Network)	<a href="http://www.cdc.gov/phtn/catalog">http://www.cdc.gov/phtn/catalog</a>
OSHA Training Courses	<a href="http://www.osha-slc.gov/Training">http://www.osha-slc.gov/Training</a>
CHPPM	<a href="http://chppm-www.apgea.army.mil/trng/datepage.htm">http://chppm-www.apgea.army.mil/trng/datepage.htm</a>
Food and Drug Administration	<a href="http://www.fda.gov/ora/training/course_ora.html">http://www.fda.gov/ora/training/course_ora.html</a>
Food Safety Computer Aided Instruction	<a href="http://sable.cvm.uiuc.edu/">http://sable.cvm.uiuc.edu/</a>
National Restaurant Association	<a href="http://www.restaurant.org/educate/food.htm">http://www.restaurant.org/educate/food.htm</a>
STD & Other Communicable Diseases	Academy of Health Sciences, Ft Sam Houston DSN: 471-6947
Public Health Training Network	<a href="http://www.cdc.gov/phtn/">http://www.cdc.gov/phtn/</a>
Red Meats SME Course (Boxed Beef)	Academy of Health Sciences, Ft Sam Houston DSN: 471-9458
HACCP	<a href="http://www.fda.gov/ora/training/course_ora.html">http://www.fda.gov/ora/training/course_ora.html</a>
Fundamentals of HIV-STD Prevention Counseling	<a href="http://www-nehc.med.navy.mil/hp/sharp/">http://www-nehc.med.navy.mil/hp/sharp/</a>

## 11. Annual Education Conferences:

<u>COURSE NAME</u>	<u>POC</u>
National Environmental Health Association Annual Education Conference	<a href="http://www.neha.org">http://www.neha.org</a>
American Public Health Association	<a href="http://www.apha.org/convention/index.html">http://www.apha.org/convention/index.html</a>
Navy Occupational Health and Preventive Medicine Workshop	<a href="http://www-nehc.med.navy.mil/workshop/index.html">http://www-nehc.med.navy.mil/workshop/index.html</a>

## Section E - MAJCOM Unique Requirements

12. The Air National Guard and the Air Force Reserve will have an exception to policy in the area of Medical Standards and profile management. The new duties transferring from the deletion of the 4F0X1 career field to the 4E0X1 field (medical standards, profile management, waiver management and performance of audiograms) will be retained by the 4N0X1 or 4A0X1 as structured and decided by the MAJCOM ARC component. The 4E0X1 positions within the ARC component are maintained by UTC requirements and these new duties are not deployable missions at this time. The STS has been annotated with core tasks for AD and ARC members (\*) and those tasks for AD only (\*\*\*) or ARC exempt.

12.1. The ARC members called to AD will only have training and currency in the tasks with one asterisk (\*). If the members are to perform duties within Force Health Management section (medical standards related), then a just in time training program must be established at the local level. If the member must perform audiograms, then the member must be trained and certified at Brooks AFB (Hearing Conservations Initial Course). It will be up to the MAJCOM ARC (ANG or AF Reserve Command) to determine if the member will maintain certification after expiration (5 years). USAFSAM will allow ARC MAJCOMS to send 4E0X1, 4N0X1 or

4A0X1 personnel (or civilian equivalents) to the Hearing Conservation Certification Courses (Initial or re-certification).

## **Section F - Documentation of Training (Medical Specific)**

### **13. Development of a Work Center Training Plan and the Enlisted Training and Competency Folder:**

Air Force Instruction 36-2201 (Developing, Managing, and Conducting Training), Para 3.4.3. authorizes Career Field Managers to bring training documentation back into one “OJT” record. For AFSC 4E0X1, this one record is the Enlisted Training and Competency Folder. The following training information provides specific guidance along with recommended documentation, consistent with current Air Force instruction/directives. This training guidance has focused on two main areas: Developing a Master Training Plan and Documentation of the Training in the Enlisted Training and Competency Folder.

### **14. Developing a Master Training Plan (MTP)**

#### **14.1. What Is It?**

A Master Training Plan is a reference guide developed for each section that includes all facets of training for individuals assigned. It is to be used as a reference source for the type of training and training documentation that occurs with each assigned member. The MTP is used to standardize training and to give trainers, trainees, supervisors, NCOICs, and OICs an overview of the training process for the duty section. The MTP is also used as a means to reduce the amount of paperwork previously required during the training process.

#### **14.2. What's In It?**

Keep in mind that the Master Training Plan is an overview of training for the duty section; it should include all documents involved in the training process for the duty section. Training will vary from section to section and person to person, but there are certain documents that will be a standard requirement for all MTPs. They are listed below.

14.2.1. Unit Specific Orientation Checklist

14.2.2. Job description for each duty position within the duty section (see AFMAN 36-2108)

14.2.3. Dual Channel OJT Concept Documents:

14.2.3.1. Career knowledge requirements

14.2.3.2. Job qualification requirements

14.2.4. Testing procedures for CDC's

14.2.5. Locally-developed performance standards/position qualification training for each duty position, when desired.

14.2.6. Master Career Field Education Training Plan (CFETP) which identifies all tasks required within each duty section, lists all training references for initiating individual training, and shows the impact of training on career progression.

14.2.7. Qualification Training Packages (QTPs) required to perform peacetime/wartime duties. QTPs are required for all tasks not listed in the CFETP and identified by the duty section as a high risk procedure or task. Note: the tasks included in the CFETP have been reviewed. No tasks in the CFETP require QTPs and none are currently listed in AF Index 8 for the 4E0X1 career field.

## 15. Documentation of Training. The Enlisted Training and Competency Folder:

15.1. **Purpose:** The purpose of this section is to provide guidelines and examples of proper documentation for the many forms used in training all medical personnel. Training documentation helps us to assess readiness capability, individual strengths and weaknesses, and resources needed to support quality patient care. It also helps us meet all JCAHO and regulatory requirements. The Enlisted Training and Competency Folder is limited to the forms presented here and those prescribed in AFI 36-2201. Your unit training manager can also assist you with specific questions on training documentation.

## 15.2. Documents included in 4E0XX Training Records:

15.2.1. To assemble a 4E0XX training record, utilize a standard six-part folder (NSN 7530-00-990-8884, Folder, 6 Section). Attach (Glue/tape/staple), centered on the front cover, a computer generated or typewritten title, “Enlisted Training and Competency Folder”. In addition, include the members/trainee’s full name (Last Name, First Name, Middle Initial), rank and SSAN. Other sections of the six-part folder are discussed in detail in the paragraphs below. Parts 2 through 5 are intended to replace the existing AF Form 623 and the documents contained therein. Training documents normally filed in the AF Form 623 will be filed in the six-part folder under parts 2 through 5 in the same sequence that they appear in the current AF Form 623. Index tabs/tabbed dividers may be used in parts that contain multiple documents. When multiple copies of any form are placed in the OJT record, they are placed in chronological order with the most current documentation on top. When building the new six-part folder, the parts of the folder will contain the documents filed in the sequence, shown in figure 1.

ENLISTED TRAINING AND COMPETENCY FOLDER		
Jones, William G. SRA 123-45-6789		
<b>PART 1</b> - Locally required training & skills competency documentation - AF Form 55 - Safety Training	<b>PART 3</b> - AF Forms 1098 -- Mandatory Tng (Section A) -- QTPs (Section B) -- Inservice (Section C)	<b>PART 5</b> - AF Form 2096 - PC III skill-level documentation
<b>PART II</b> - AF Form 623 - CFETP - AF Form 797	<b>PART 4</b> - AF Forms 623a -- Job Description/Performance -- Standards Review -- Orientation -- Training progress	<b>PART 6</b> - Continuing Education to sustain National Certification - Formal training certificates (copies)

Figure 1, Organization of the 4E0XX OJT record.

15.2.2. Part 1, is the first two-pronged section, located inside the front cover. Locally required training & skills competency documentation is to be maintained in Part 1, regardless of grade or training status.

15.2.2.1 AF Form 55 - Employee Safety and Health Record is also maintained in Part 1, regardless of grade or training status. AFI 91-301, Air Force Occupational and Environmental Safety Fire Protection, and Health (AFOSH) Program, June 1996, authorizes supervisors to file the AF Form 55 with the AF Form 623, On-The-Job Training Record.

15.2.3. Part II, AF Form 623 and Career Field Education and Training Plan (CFETP): Attach the front cover (Containing Sections 1-4) of member's current AF Form 623, onto Part II (Second two-pronged section) of the six-part folder. Note: Maintenance of AF Form 623 is mandatory for Airman in grades, Airman Basic through Technical Sergeant. In addition, an AF Form 623 is required for SNCOs, regardless of grade, in retraining status or as directed by the Air Force Career Field Manager, Commanders, or supervisors. The AF Form 623 is formally recognized by the personnel system in contingencies and deployments as the official "cover" of the formal training record.

15.2.3.1 The Specialty Training Standard contained within the CFETP will be used to record training proficiency in various tasks that are required for an individual to perform duties in a specific work area. A master task listing for the work center is maintained in the master training plan for the duty section. Circle all core tasks and only those other tasks the individual is required to perform in his/her current duty position.

15.2.3.2 AF Form 797, Job Qualification Standard Continuation/Command JQS. These forms will be used to document training for tasks that are not otherwise documented in the CFETP or tasks that are waived by the MAJCOM (see AFI 36-2201, para 7.4 and figure 2 below).

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS								
TASK NUMBER	TASK, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION						
		START DATE	CERTIFYING OFFICIAL'S INITIALS	TRAINEE'S INITIALS	MAJCOM DIRECTED USE ONLY			COMPLETION DATE
1	Manage Influenza Immunization Program							
2	Receive, store, distribute, destroy classified material							
3	Compile, evaluate, and report fitness program data							
TRAINEE NAME								
Mattson, Daniel Z.								

AF FORM 797, MAY 87(EF)

PREVIOUS EDITION IS OBSOLETE

Figure 2, Sample AF Form 797 documentation.

15.2.4. Part 3, AF Form 1098, Special Task Certification and Recurring Training. This form is used to document qualification in tasks that require recurring, mandatory, and/or inservice training. Although not mandated, this part can contain separate indexed tabs/tabbed dividers for the documentation of different categories of training. The following subparagraphs provide examples of how part 3 can be subdivided to document specific types of special or recurring training. AFSC 4N0X1 examples were used in illustrating AF Form 1098 documentation options.

15.2.4.1 AF Form 1098s in Part 3, Section A, documents mandatory recurring training (see figure 3). Examples are BLS training, Patient Sensitivity training, and other mandated training as stipulated by JCAHO standards, Air Force, or facility directives. Mandatory training requirements may vary from facility to facility. At a minimum, these requirements should be reviewed on an annual basis and updated as required.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES A.	DATE COMPLETED B.	SIGNATURE OF CERTIFYING OFFICIAL C.	INITIAL OF TRAINEE D.	EVALUATION OF TRAINING			
				SCORE OR HOURS E.	TYPE F.	FRE- QUENCY G.	DUE DATE H.
BLS Training	1 Apr 95			4	C	Bi-enn	1 Apr 97
BLS Training							
Patient Sensitivity	20 Mar 95			P		A	20 Mar 96
Hospital Safety	12 May 95			P		A	12 May 96
QA&I	12 May 95			P		A	12 May 96
Infection Control	12 May 95			P		A	12 May 96
<b>MANDATORY TRAINING DOCUMENTATION</b>							
NAME OF TRAINEE (Last, First, Middle Initial) Jones, William G.		GRADE SRA		UNIT AND OFFICE SYMBOL SGNE			

AF FORM 1098, APR 85 (EF)

PREVIOUS EDITION WILL BE USED.

Figure 3, Sample mandatory, recurring training documentation.

15.2.4.2. 1098s in Part 3, Section B, documents ongoing completion of Qualification Training Packages (QTPs) if applicable (see figure 4). Air National Guard sustainment training will also be documented in this section. Air Force Reserve sustainment training will be documented on AFRES Form 16, Sustainment Training Program, and filed in this section. There are no QTPs for the 4E0X1 career field. Locally developed QTPs are typically used to record qualification in high risk, complex tasks; QTPs are optional. The initial completion of a QTP is documented in the CFETP. Each QTP required for the duty section will be filed in the Master Training Plan (MTP) and will be used as a training source document.

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCE  A.	DATE COMPLETED  B.	SIGNATURE OF CERTIFYING OFFICIAL  C.	INITIALS OF TRAINEE  D.	EVALUATION OF TRAINING			
				SCORE OR HOURS  E.	TYPE  F.	FRE- QUENCY  G.	DUE DATE  H.
Foodborne Outbreak Investigation/Kit Review	27 Apr 98		P			A	27 Apr 99
Calculating radiation Exposures/Stay times	5 May 98		P			A	5 May 99
Calibrating thermometers	10 May 98		P			A	10 May 99
NAME OF TRAINEE (LAST, FIRST MIDDLE INITIAL)		GRADE		UNIT AND OFFICE SYMBOL			

AF FORM 1098, APR 85(EF)

PREVIOUS EDITION IS OBSOLETE

Figure 4, Sample ongoing QTP documentation.

15.2.4.3. AF Form 1098s in Part 3, Section C will be used to document inservice training (see figure 5).

SPECIAL TASK CERTIFICATION AND RECURRING TRAINING							
TASK OR RECURRING TRAINING AND TECHNICAL REFERENCES  A.	DATE COMPLETED  B.	SIGNATURE OF CERTIFYING OFFICIAL  C.	INITIAL OF TRAINEE  D.	EVALUATION OF TRAINING			
				SCORE OR HOURS  E.	TYPE  F.	FRE- QUENCY  G.	DUE DATE  H.
Legal Issues in Nursing Capt Reardon	12 Apr 95			1 Hour			
Eye Trauma Maj Blue	15 May 95			2 Hours			
Pediatric Emergencies Lt Col Johnson	22 May 95			1 Hour			
Special Diets for Med/Surg Pts Capt Tolle	6 Jun 95			1 Hour			
NAME OF TRAINEE (Last, First, Middle Initial)		GRADE		UNIT AND OFFICE SYMBOL			
Jones, William G.		SRA		SGNE			

AF FORM 1098, APR 85 (EF)

PREVIOUS EDITION WILL BE USED.

Figure 5, Sample inservice training documentation.

15.2.5. Part 4, AF Form 623a, OJT Training Record Continuation Sheet/Automated product. This form will be utilized to document all progress of individual training to include facility orientation, duty section specific orientation, upgrade/job qualification training, additional pertinent training, career development course (CDC) failures/corrective actions, skill level/task decertification procedures, and supervisor/trainer/certifier entries. The entire process must be well documented on this form (See Figure 6, 6.1, 6.2). All individuals involved in the training process must document training progress as it occurs in this section. Progress/status of members in upgrade training status will be documented at least monthly.

15.2.5.1. Upgrade Training (5-7-9 skill levels)

15.2.5.1.1 Document the members entry into upgrade training and periodic (minimum monthly) evaluations of training progress.

15.2.5.1.2. Information on extensions, waiver requests, or breaks in training should also be clearly documented with copies of any related correspondence.

15.2.5.1.3. Any further training pertinent to the duty section and or unit effectiveness can also be documented on the AF Form 623a; i.e. Job Qualification.

15.2.5.1.4. Document any decertification proceedings to include dates, reasons for decertification and other applicable information on the AF Form 623a.

15.2.5.1.5. Once an individual completes upgrade training commensurate to his/her rank and maintains an appropriate skill level, his/her supervisor should continue to review requirements, progress, and individual training needs. OJT record reviews should, at a minimum, coincide with members performance feedback to ensure documentation currency and appropriateness.



**ON - THE - JOB TRAINING RECORD  
CONTINUATION SHEET**

14 Feb 1995

SRA Jones is assigned to the Medical/Surgical ward on this date. SSgt Smith has been assigned as a trainer for SRA Jones. SSgt Smith will orient SRA Jones to the unit using the the medical/surgical orientation checklist located in the Master Training Plan dated 17 March 1994. An initial interview was accomplished on this date. SRA Jones enjoyed his hospital orientation and is looking forward to the unit orientation. He expressed his concern on meeting previously scheduled appointments while under the unit orientaiton. I informed SRA Jones that time to attend his appointment would be scheduled as needed. SRA Jones stated that his goals during the orientation process was to learn as much as possible and to question the trainers when he was not clear as to the training provided. SRA Jones seems to be very enthusiatic about working on the ward and has expressed his desire to take on any challenges that the trainers have to offer.

SRA Jones	SSgt Smith
	Medical / Surgical Ward

27 Feb 1995

A mid orientation progress check was accomplished on this date. SRA Jones has progressed through the medical/surgical orientation checklist dated 17 March 1994, with little to no difficulty. He has completed his review of the unit specific OIs and has begun required reading of applicable hospital OIs. SRA Jones will complete the remainder of his orientation on night shift beginning 28 Feb 95.

SRA Jones	SSgt Smith
	Medical / Surgical Ward

12 Mar 1995

SRA Jones has completed all training on the medical /surgical unit orientation checklist dated 17 March 1994. A review of the checklist with SRA Jones indicates that he was knowledgeable of all items discussed. SRA Jones stated that he feels comfortable with the training provided and believes that he is ready to be released from orientation. I recommend SRA Jones be released from orientaiton on this date.

SRA Jones	SSgt Smith, Trainer
	Medical / Surgical Ward

Concur	Concur
--------	--------

MSgt Finish, NCOIC	Capt Done, OIC
Medical / Surgical Ward	Medical / Surgical Ward

**SAMPLE ORIENTATION DOCUMENTATION**

LAST NAME - FIRST NAME - MIDDLE INITIAL

Jones, William G.

AF FORM 623a, MAR 79 (EF)

PREVIOUS EDITION WILL BE USED.

Figure 6, Sample Orientation Documentation (4N0XX Model).

ON - THE - JOB TRAINING RECORD  
CONTINUATION SHEET

INITIAL BRIEFING  
(Trainee Orientation)

\_\_\_\_\_ has been briefed on the On-The-Job Training (OJT) Program and how he/she fits into the program while in upgrade training (UGT). Upgrade training was explained as a dual channel process designed to qualify an airman for skill level upgrade. Dual channel OJT is a systematic reportable application of self-study and the craftsman/apprentice principle. Trainees acquire job qualification while performing on the job under supervision. This combination, knowledge and job position qualification constitutes the dual channel concept. Requirements from AFI 36-2101, 36-2108, and 36-2201 were covered. AF Forms 623, 623a, 797, 2096, and the CFETP, STS/JQS or automated JQS, which serves to make up the individual training record, was explained. Responsibilities of the commander, base training, unit education and training manager (ETM), immediate supervisor, trainer, and trainee were discussed. The career development course (CDC) was briefly discussed and will be explained in detail when the CDC arrives, if applicable. Requirements for upgrade in your AFSC \_\_\_\_\_ are: (1) Satisfactory completion of CDC \_\_\_\_\_ (2) Supervisor certify job qualifications with adequate hands on training (3) Meet typing proficiency of \_\_\_\_\_ WPM per AFI 36-2108, if applicable (4) Completion of 7-level school, if applicable and (5) Supervisor recommendation for upgrade. Each airman in grades E1 through E6 (and SNCOs in retraining status) have an AF Form 623 which must contain a CFETP or JQS. The CFETP or JQS may contain 150 or more separate tasks but it should be annotated to show only those tasks the airman is required to perform in his/her current duty position, all AFI 36-2108 mandatory requirements for upgrade and core task requirements. In the JQS there is a space for both the supervisor and the trainee to initial to certify training is complete. In the CFETP the trainer, trainee, and certifier has a space to initial when training is completed. After upgrade the CFETP or JQS will continue to be used to document further qualification training.

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
TRAINEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LAST NAME    FIRST NAME    MIDDLE INITIAL

AF FORM    623a MAR 79    PREVIOUS EDITION WILL BE USED

**Figure 6.1 Sample Initial Upgrade Training briefing.**

ON - THE - JOB TRAINING RECORD  
CONTINUATION SHEET  
TRAINEE'S RESPONSIBILITIES DURING UPGRADE TRAINING (UGT)

1. Read and understand your Air Force Specialty (AFS) description, training requirements, objectives, and training record (AF Form 623).
2. Budget time (on and off-duty) for timely completion of CDCs and keep all CDC materials for future reference and study.
3. Attain and maintain qualification in your assigned AFS.
4. After CDC briefing trainee will do the following: (Read and initial)
  - \_\_\_\_\_ a. Read "Your Key to a Successful Course."
  - \_\_\_\_\_ b. Make all required course corrections and return entire package to your supervisor.
  - \_\_\_\_\_ c. When you are issued your first volume you will read and study the volume, chapter, and answer chapter review exercise (CRE) and the volume review exercise (VRE) or the self-test questions and the unit review exercises (URE). Questions are to be answered in the space provided when possible. Highlight/reference where answers are found in the most effective manner determined by the supervisor.
  - \_\_\_\_\_ d. Supervisor will check CRE and self-test questions for accuracy and completeness. You will correct all incorrect responses.
  - \_\_\_\_\_ e. Supervisor issues the ECI Form 34 (Field Scoring Sheet) for you to transcribe your answers from the URE/VRE. The URE/VREs are teaching devices and must be administered as open book exercises. All scores less than 100 percent require review training.
  - \_\_\_\_\_ f. Minimum acceptable training consist of correcting incorrect responses, reading the appropriate area from which the question was taken, and a verbal question and answer session.
  - \_\_\_\_\_ g. Your next volume is issued by your supervisor. You must work it in the same manner as above for the entire course.
  - \_\_\_\_\_ h. Upon completion of your last volume you and your supervisor will immediately start a comprehensive review of the entire CDC to prepare for your course examination.
5. Review and discuss training requirements with supervisor regularly. Provide input on your training and ask questions.
6. Upon satisfactory completion of your career knowledge training, position qualification, and mandatory requirements listed in AFI 36-2108, your supervisor will initiate upgrade action on you.

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
TRAINEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LAST NAME    FIRST NAME    MIDDLE INITIAL

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**Figure 6.2, Sample Upgrade Documentation.**

15.2.5.1.6. The Job Description /Performance Standards for each duty position should be maintained in a Master Training Plan (MTP) within individual duty sections. An AF Form 623a reflecting the members job description/performance standard will be maintained in Part 4 of the OJT record. Note: An AF Form 623A overprint/automated product may be used to document both supervisor/subordinate reviews (see figure 7). The following statements will be annotated and jointly reviewed by the supervisor /subordinate:

15.2.5.1.7. “I know where to find a current copy of my Job Description/ Performance Standards.”

15.2.5.1.8 “I have read, discussed with my supervisor, and understand my Job Description/Performance Standards.”

15.2.5.1.9 “I understand my duties and responsibilities for the position that I am currently working in .”

15.2.5.1.10 “If I have questions or concerns about my Job Description/Performance Standards, I will seek assistance from my supervisory personnel in my chain of command.”

15.2.5.1.11 “It is my responsibility to review my Job Description/Performance Standards with my supervisor during each feedback session and with each change in supervisor/duty position.”

15.2.5.1.12 A signature and date block for both supervisor and subordinate will reflect mutual understanding of above statements. Recommend several signature and date spaces for continual review process when overprint/automated products are utilized.

ON - THE - JOB TRAINING RECORD CONTINUATION SHEET
<p>23 July 2000</p> <p>I KNOW WHERE TO FIND A CURRENT COPY OF MY JOB DESCRIPTION/ PERFORMANCE STANDARDS.</p> <p>I HAVE READ, DISCUSSED WITH MY SUPERVISOR, AND UNDERSTAND MY JOB DESCRIPTION/PERFORMANCE STANDARDS.</p> <p>I UNDERSTAND MY DUTIES AND RESPONSIBILITIES FOR THE POSITION THAT I AM CURRENTLY WORKING IN .</p> <p>IF I HAVE QUESTIONS OR CONCERNS ABOUT MY JOB DESCRIPTION/PERFORMANCE STANDARDS I WILL SEEK ASSISTANCE FROM MY SUPERVISORY PERSONNEL IN MY CHAIN OF COMMAND.</p> <p>IT IS MY RESPONSIBILITY TO REVIEW MY JOB DESCRIPTION/PERFORMANCE STANDARDS WITH MY SUPERVISOR DURING EACH FEEDBACK SESSION AND WITH EACH CHANGE IN SUPERVISOR/DUTY POSITION</p> <p>Taylor, Randy W. USAFSAM Instructor 23 July 00 TSgt Taylor has completed his review of his Job Description/Performance Standards on this date. I am confident that is thoroughly familiar with standards and expectations. At this time TSgt Taylor has no questions or</p> <p>Andy Mullins, Capt, OJT Trainer USAFSAM/PH</p>
<p>TRAINEE NAME Taylor, Randy W.</p>

**AF FORM 623a** PREVIOUS EDITION WILL BE USED  
MAR 79

**Figure 7, Sample job description/performance standards review.**

15.2.6. Part 5, AF Form 2096, Classification On-The-Job Training Action. This form will be used to document official training actions, i.e. award of skill level. Training status changes, decertifications and award of special experience identifiers (SEIs). NOTE: A PC III automated document may be substituted for AF Form 2096.

15.2.7. Part 6, Continuing Education. This part will contain the National Certification/Registration and Continuing Education Reports as applicable to the members AFSC/current duty position, (see figure 8). The form must contain documentation of the individual's current certification card number and expiration date. Supervisors and individuals should continually monitor CEU status for AFSC's requiring specialty certification to ensure no lapses in certification occur. No national certification is required to hold AFSC 4EXXX.

15.2.7.1. Maintenance of certificates of training completion is an individual responsibility. Original certificates of training will not be maintained in the OJT record. It is recommended that the supervisor make copies of the certificates of training and place these copies in part 6 of the competency folder. This does not relieve the member of the responsibility of retaining all certificates as verification of formal training.

15.3. **Supplemental AFSC-specific documentation instructions:** Each Career Field Manager is authorized to supplement or revise the general guidance contained in section F of the CFETP to ensure the documents filed in the six-part folder accurately reflect the needs of their AFSC/Medical specialties